

2019 Fund for Louisville Capacity Building Grants

Community Foundation of Louisville

Instructions for this Application

Instructions

This Application is the second and final step in the application process for a 2019 Fund for Louisville capacity building grant. Applications are requested by CFL from selected organizations that submitted Letters of Intent and must be completed and submitted online via the CFL grant website.

The submission deadline for this Application is 5:00 PM on Friday, September 21, 2018.

- Before you begin, please review the program guidelines on the CFL's website, especially CFL's definition of capacity building and the 2019 Strategic Focus.
- There are character limits for each question. 1500 characters is approximately 200-250 words. 750 characters is approximately 100-150 words. These limits include spaces.
- Your entries are automatically saved. You may return to the application as many times as you like before the deadline.
- Before the deadline and when ready, please submit this Application. Once submitted, you may not change the content, but you may log in to view and print a PDF of your submitted application anytime.
- Funds are limited, and CFL is unable to support all requests.

If you have questions, please contact Liz Alkire, 502-855-6965 or liza@cflouisville.org

Organizational Overview

Understanding the organization's work

1. Please share the organization's mission statement and introduce the organization and its work, noting the primary programs or services offered in Louisville.
2. Please tell us what your organization aspires to accomplish through its work. When possible, please reference data or on-the-ground knowledge that helps your organization define and understand the need that it addresses.

With this question, we seek to understand the work your organization does. You will be asked to briefly describe the organization's work in the target zip codes in a later section of this LOI.

Character Limit: 2000

Please select the focus of your organization's work*

We recognize that nonprofit organizations frequently have multiple areas of focus. Please select one focus that most defines your organization's work.

Choices

Animals
 Arts and Culture
 Disability Services
 Disaster/Emergency Relief
 Education
 Entrepreneurship
 Environment
 Health and Wellness
 Homelessness
 Housing
 Hunger
 International
 Religion
 Seniors
 Social Justice
 Substance Abuse Prevention
 Veterans
 Women
 Youth
 Other

How many people did your organization serve in the past year?*

How many people did your organization serve, in total, in the past 12 months? Please include all people served regardless of their location.

Later in this application, we will ask you to respond to the question "How many people did your organization serve in the target zip code(s) in which you worked in the past 12 months?"

Character Limit: 10

What was the organization's total annual revenue for the last completed fiscal year?*

Depending on the form filed, enter the number as described:

- *IRS Form 990: Line 12.*
- *Form 990-EZ,; Line 9*
- *990-N (also known as a "postcard filer"): gross receipts*

Character Limit: 20

Please identify the source of the annual revenue figure.*

Choices

IRS Form 990
 IRS Form 990-EZ
 Gross receipts for 990-N/postcard filer
 Budget estimate for fiscally sponsored project
 Budget estimate for brand new nonprofit organization

Please upload your organization's most recent IRS Form 990*

File Size Limit: 8 MB

Please upload a list of current board members and officers.*

For each member, please include the following information:

1. Name
2. Board Title/Role (i.e., chairperson or member)
3. Organizational affiliation (i.e. "Attorney at XYZ Law Firm," or "Community Volunteer").

File Size Limit: 3 MB

How many paid, full-time staff members does your organization employ?*

Please enter "0" if there are no paid, full-time staff members.

Character Limit: 10

How many paid, part-time staff members does your organization employ?*

Please enter "0" if there are no paid, part-time staff members.

Character Limit: 10

Results

Please answer these three questions:

1. What results does your organization seek to achieve each year?
2. What results did your organization achieve in the past year? Please share data and metrics or other outcome measures that your organization uses to understand if its work is achieving its desired results.
3. How does your organization measure and/or verify these results?

Character Limit: 2000

Fit with the 2019 Strategic Focus

In which of the following zip codes does your organization offer programs or services?

With its 2019 capacity building grants, the Community Foundation of Louisville seeks to support nonprofit organizations currently working in one or more of the following eleven zip codes. In which of the following zip codes does your organization currently offer programs or activities? Please select all that apply.

Choices

40202

40203

40208

40210

40211

40212

40213

40214

40215

40219

40118

All 11 zip codes

Work in the target zip codes

Please provide a brief description of the organization's work in the target zip code(s). For example:

- We deliver _ (program name) that seeks to _ (describe purpose) for X# _ (describe beneficiaries) each year
- We aspire to improve _ (name outcome) by _ (describe work) for X# _ (describe beneficiaries) each year

Character Limit: 750

Participants by Age*

Please tell us the ages of those served in the target zip codes in the past year. Please use the following format in your response:

Age 18 and younger: X#

Age 19 - 64: X#

Age 65 and older: X#

(or "unknown")

Character Limit: 750

Participants by Gender*

Please tell us the gender of those served in the target zip codes in the past year. Please use the following format in your response:

Female: X%

Male: X%

Non-binary/third gender: X%

Character Limit: 750

Participants by Race/Ethnicity*

Please tell us the race/ethnicity of those served in the target zip codes in the past year. Please use the following format in your response:

American Indian: X%
Asian/Pacific Islander: X%
Black/African American: X%
Hispanic/Latino: X%
White/Caucasian: X%
Other: X%

Character Limit: 750

Effectiveness of programs/activities

Some organizations work only in one of the target zip codes. Other organizations work county-, region-, or country-wide. Therefore, we are interested in knowing how your organization understands the impact of its work in the target zip code(s) where it is working.

What is better about people's lives in the target zip code(s) as a result of your programs/activities?

Character Limit: 1500

Capacity Building Project Overview

Capacity Building Project Name*

We will use this name to refer to your project throughout the application process.

Character Limit: 100

Capacity Building Project Description*

Please describe your capacity building project. Please make sure your response tells us what you will do, how you will do it, and why you need to do it.

Character Limit: 1500

Capacity Building Project Objectives*

Using a short, simple statement or statements, please clearly describe the project's **main** objective(s).

Please list no more than three objectives.

Please make sure to reference how this project will impact your organization's long-term efficiency, effectiveness, and/or sustainability.

Here are a some examples of project objectives:

- *This project will improve the sales and communication skills of our staff, leading to increases or improvements in _.*
- *With new _ software, staff will spend _ hours less each week doing _*
- *With funds to develop a new approach to volunteer recruitment and retention, our organization will be able to _.*
- *With funds to evaluate the feasibility of a merger with X nonprofit, we can _.*

Character Limit: 1500

Timing of Investment in Capacity Building*

Why has your organization decided to invest in capacity building at this time? Please describe any internal or external influences that have led to this decision.

Character Limit: 1500

Please tell us about the resources you will use to complete this project.*

This may include the name of a leadership development course, a staff training class, or a consultant who will lead creation of your organization's strategic plan. Please tell us the name of the resource and why this particular resource was selected. What made you choose this resource (be it a course, software, or consultant) over another?

Character Limit: 1500

How much money will you request from CFL?

The maximum capacity building grant size is \$20,000; any amount up to \$20,000 may be requested, but we seek to fund at least half of the total capacity building project cost. This means proposals for capacity building projects that cost more than \$40,000 will not be considered.

Character Limit: 20

Project Budget: Detail*

Please download this template to your computer, complete, and upload using the "upload a file" button.

Please provide as much detail as possible. If requesting funds for:

- **Software/hardware:** include the name the software package/hardware product and the cost for each component (vs. one lump "technology" category)
- **A consultant(s),** include consultant's name and firm, the total consulting fee or hourly rate, and anticipated length of engagement (for example, \$100/hour for 10 hours).

- **Leadership or staff training**, tell us the name of the school/course/source of training, location, and number of hours/course and name or title of each person receiving training.

Here is an example of an insufficiently detailed project budget:

Technology Upgrade: \$X

Professional Development & Training: \$X

Consultant/Trainer: \$X

File Size Limit: 3 MB

Thank You and Next Steps

The submission deadline for this application is 5:00 PM on Friday, September 21, 2018. After you submit this application, you will receive an email confirming receipt. You may also log in to this grant website at any time to view and/or print a copy of this application.

CFL will notify all organizations via email on December 14, 2018, regarding the status of the application.