

2019 Fund for Louisville Capacity Building Grants

Community Foundation of Louisville

Strategic Focus and Instructions for this Letter of Intent

Instructions

This Letter of Intent is the first step in the application process for a 2019 Fund for Louisville capacity building grant from the Community Foundation of Louisville.

The submission deadline for this Letter of Intent is 5:00 PM on Monday, July 30, 2018.

- Before you begin, please review the program guidelines on the Foundation's website, in particular the definition of capacity building.
- 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 Letter of Intent. Once submitted, you may not change the content, but you may log in to view and print a PDF of your submitted LOI anytime.
- Funds are limited, and CFL is unable to support all requests.

Strategic Focus for 2019 Capacity Building Grants

- As a founding partner and continuing supporter of the Greater Louisville Project, we were drawn to its 2015 report on poverty.
- The report highlights how multi-dimensional poverty (e.g. scarcity in education, health, income and employment) disproportionately affects Louisville's western and south central neighborhoods and demonstrates clearly how scarcity in parts of our community affects us all.
- Target zip codes are located primarily in south central and western Louisville: 40202, 40203, 40208, 40210, 40211, 40212, 40213, 40214, 40215, 40219, and 40118.
- Grants will be awarded to nonprofit organizations working to transform lives in one or more of the target zip codes, and that define a capacity building project that is timely, well considered, and likely to improve the organization's efficiency, effectiveness, and/or sustainability.
- Applicants do not have to be headquartered in the target zip codes, but must do meaningful work there.

- CFL is especially interested in supporting leadership development- and staff training-related requests in this year's grant cycle.
- Well-trained, connected, supported, and inspired leadership is important in any sector, but critical for nonprofit organizations working to strengthen the people and places in our community.

The purpose of this Letter of Intent is to learn about the work your organization does in the target zip codes and understand your goal for capacity building. If your organization is selected to submit a full application, you will be asked additional questions about your organization's work and project implementation. If you would like to preview the questions on the full application, please see our website.

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

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

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

- *If your organization files IRS Form 990, please enter the number found on Line 12 of the most recent 990.*
- *If your organization files IRS Form 990-EZ, please enter the number found on Line 9 of the most recent 990-EZ.*
- *If your organization files 990-N (also known as a "postcard filer"), please enter the most recent gross receipts number shared with the IRS.*

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

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.

Please note that if you are invited to submit a full application, you will be asked to provide data detailing your work in these zip codes, specifically the number, gender, age, and race/ethnicity.

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

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 investments improve the internal workings and effectiveness, efficiency, and sustainability of an organization.

For additional information about how CFL defines capacity building, please visit our website and see the resources offered there.

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

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 that grants for capacity building projects that cost more than \$40,000 will not be considered.

Character Limit: 20

Budget overview*

For this Letter of Intent, please provide a simple, anticipated breakdown of the budget request in the space provided. For example, "We will spend approximately half of the grant funds on new accounting software and half of the funds to train staff on its use."

If your organization is selected to submit a full application, we will request a detailed project budget, including, where applicable, names of consultants, software names, names of leadership development or staff training courses, etc. We will also request the source of other funds if the project cost exceeds the amount requested from CFL and whether those funds are secured or not.

Character Limit: 1000

Thank You and Next Steps

The submission deadline for this Letter of Intent is Monday, July 30 at 5:00 PM.

After you submit this Letter of Intent, you will receive an email confirming its receipt. You may also log in to this grant website at any time to view and/or print a copy of this LOI.

CFL will notify organizations via email by August 15 regarding the status of this Letter of Intent. Full applications will be requested from organizations selected to proceed in the review process.

If you would like to preview the application, you may see a copy on our website.