

Nonprofit Development & Support (2024)

Vermont Community Foundation

Grant Program

Which grant program are you applying for?*

Choices

Nonprofit Capacity Building

Special and Urgent Needs

Project Name*

Character Limit: 100

Total Amount Requested*

Minimum \$500 / Maximum \$5,000

Character Limit: 20

Nonprofit Capacity Guidelines

Grants will be no more than \$5,000 each and will support the cost of consultants for the activities below. These grants are meant to supplement other funding, as we understand that this amount is typically not enough to cover the full cost of providing these services. In the project budget, please show the additional revenue sources to be used for this work, both pending and secured. We welcome the use of these funds as challenge grants to secure the additional funds.

The program will fund activities to increase the effectiveness and sustainability of nonprofit organizations. Here are some examples of what the program will fund:

- Strategic planning initiatives to clarify mission, goals, and performance measures
- Financial sustainability planning, including diversification of revenue streams, and enhanced fundraising and development skills, plans, or activities
- Merger planning and implementation
- Diversity, equity, and inclusion policy development and implementation
- Board and staff training intended to provide a focused learning opportunity that builds organizational capacity

For projects other than those listed, include details on how this technical assistance will support your organization's ability to execute your mission, why it is important at this time, and clear evidence of Board support.

****Please note that grant funds can only be used to cover consultant fees.**

The program will prioritize applicants with operating budgets of \$500,000 or less. Full guidelines are available on our website by clicking [here](#).

Helpful Hints:

Character limits include spaces.

- Be sure to save your work frequently by clicking the "Save" button at the bottom of the page as the system will log out after 90 minutes of inactivity.
- The size of text boxes can be adjusted by dragging on the lower right corner.
- Create a PDF version of your application via the "Application Packet" button at the top of the page. All content and attachments will be included.

All applications must be submitted electronically to the Vermont Community Foundation through the application form in the Online Grants Manager, which can be accessed at www.vermontcf.org/OGM. Applications will not be accepted by mail or email. If you have questions about the Online Grants Manager, please contact grants@vermontcf.org or 802-388-3355 opt.6.

Applications are accepted and reviewed on a rolling basis.

Organizational Questions Part I

Please share the mission of the organization.*

Character Limit: 500

Issues your organization works to address (words not sentences).*

Ex. homelessness, food insecurity, carbon emissions, forest fragmentation, childcare, substance misuse.

Character Limit: 500

What is your organization's annual operating budget?*

Character Limit: 20

Did you receive a grant from the Community Foundation in either 2022 or 2023?*

Choices

Yes

No

Unsure

Financial Statements - Completed Fiscal Year*

Please upload a copy of your organization's profit/loss statement and balance sheet from its

most recently completed fiscal year. Sample documents can be downloaded from the Community Foundation's website - visit our Online Grants Center FAQ for more details.

File Size Limit: 3 MB

Financial Statements - Current Fiscal Year*

Upload a copy of your organization's budget to actual, including both revenue and expenses, from its current fiscal year. Sample documents can be downloaded from the Community Foundation's website - visit our Online Grants Center FAQ for more details.

File Size Limit: 3 MB

What status best describes the applicant?*

Our grants must be paid to a registered 501(c)(3) nonprofit, place of worship/religious group, or town/municipal agency. If your organization or group does not fall into one of these categories, you will need to use a fiscal sponsor. If you have questions, please contact 802-388-3355 opt. 6. We are happy to talk through your options.

Choices

Municipal entity (i.e., town, public school, or other municipal department or agency)

Registered 501(c)(3) nonprofit

Place of worship or religious group

Other - Please provide details in your answer to the next question.

Use this space to provide additional information about the applicant's status. (If Applicable)

If you have a fiscal sponsor—or if you operate under the umbrella of a larger registered nonprofit—provide their name below.

Character Limit: 200

Fiscal Sponsor Agreement Form (If Applicable)

Download a blank Fiscal Sponsor Agreement Form ([click here to download the form](#)) and forward it to your fiscal sponsor to print, fill out, and sign. The form must be filled out completely and you must use the official VCF form. Please call 802-388-3355 opt. 6 if you have questions.

Upload the form here.

File Size Limit: 3 MB

Which areas of the state does the organization serve?*

Choose all that apply.

Choices

Statewide

Addison County

Bennington County

Caledonia County

Chittenden County

Essex County

Franklin County
Grand Isle County
Lamoille County
Orange County
Orleans County
Rutland County
Washington County
Windham County
Windsor County

Which of the following strategic focus area(s) aligns best with the work of your organization?*

Choose all that apply.

Choices

Economic Equity
Climate & Environment
Health & Wellbeing
Education & Training
Democracy, Trust, & Community Leadership

Nonprofit Capacity Building Application Questions

Previous Nonprofit Capacity Building Funding*

Has your organization received support from the Nonprofit Capacity Building program in the last three years? *Please note that this capacity building grant cannot be awarded to the same organization or initiative within a 3-year period.*

Choices

Yes
No

If you answered yes above, we recommend contacting the Grants & Community Impact team to discuss other potential funding resources.

Which of these areas of work apply to your project?*

Choices

Strategic planning initiatives
Financial sustainability planning
Merger planning and implementation
Diversity, equity, and inclusion policy development and implementation
Board and staff training as described above
Other, describe:

Other:

Character Limit: 1000

Why is now the right time for your organization to take on this work?*

Character Limit: 1250

Describe the work that you will do.*

Please list and describe the tasks and/or steps planned for the work proposed, and note any products (reports, plans, or other deliverables) you expect to create.

Character Limit: 2500

Project Timeline*

Describe your project timeline, including the expected start date, how long the project will take, and the expected completion date.

Character Limit: 2500

Project Outcomes*

What are you hoping this work will accomplish? What will be different for your organization because of this work?

Character Limit: 2500

Consultant*

This grant program funds only professional consultant costs to facilitate the work described above. While not required at this time, please share the name of the consultant if you have chosen one. Include their contact information and website if available. If you have not yet chosen a consultant, please tell us how you plan to identify one.

Character Limit: 1250

Project Budget*

Attach a copy of your itemized project budget showing both expenses and revenue, with a narrative description for each expense line included in the budget document. Sample documents can be downloaded from the Community Foundation's website - visit our [Online Grants Center FAQ](#) for more details.

File Size Limit: 3 MB

Letter of Support*

Please attach documentation of board support for the work you are proposing (not for the proposal itself). This can be either a letter from board chair(s) or copies of board minutes that reflect approval of the proposed effort. Please try to combine multiple files into one upload.

File Size Limit: 3 MB

Organizational Questions Part II

Which of the following populations does your organization serve? Please check all that apply.*

Choices

- Children and youth
- Families
- Older Vermonters (age 65+)
- Small, rural communities
- Low-income or those living in poverty
- Black, Brown, or other People of Color
- Indigenous People
- LGBTQ+
- Women and girls
- People with disabilities or special needs
- No special populations
- Unsure
- Other, describe:

Other:

Character Limit: 500

Approximately how many people do you serve on a regular basis during the course of a year?*

If your service level varies from year to year, you can use an estimate of the number you served in the last year.

Choices

- Fewer than 100
- 100-499
- 500-999
- 1,000-4,999
- 5,000-24,999
- 25,000-50,000
- More than 50,000
- Unsure

How many years has your organization existed?*

Choices

- Less than 5 years
- 5-10 years
- 11-20 years
- 21-50 years
- More than 50 years
- Unsure

How many paid full-time employees or the equivalent does your organization have?*

Choices

- no paid employees
- 1-2 full-time employees (or equivalent)
- 3-10 full-time employees (or equivalent)
- 11-20 full-time employees (or equivalent)
- 21-30 full-time employees (or equivalent)
- 31-50 full-time employees (or equivalent)
- 51-100 full-time employees (or equivalent)
- More than 100 full-time employees (or equivalent)
- Unsure

What are the demographics of your organization's leadership? Please check all that apply.*

Choices

- BIPOC led organization (Executive or Assistant Director, CEO, etc.)
- BIPOC members on the Board of Directors
- LGBTQ+ led organization (Executive or Assistant Director, CEO, etc.)
- LGBTQ+ members on the Board of Directors
- Women led (Executive or Assistant Director, CEO, etc.)
- Members of the Board of Directors are women
- People with disabilities lead the organization (Executive or Assistant Director, CEO, etc.)
- People with disabilities are members of the Board of Directors
- None of the above
- Unknown or prefer not to say
- Other, describe:

Other:

Character Limit: 500

Save and Submit

Applications are accepted and reviewed on a rolling basis.

By submitting your application to the Vermont Community Foundation, you give us permission to share your application and information about your project with other potential funders, both individuals and foundations.