

Nonprofit Capacity Building (2022)

Vermont Community Foundation

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.**

We will prioritize funding requests that are tied to organizations and strategies focused on closing the opportunity gap. We prefer applications that identify a consultant. 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 ext. 222.

Applications are accepted and reviewed on a rolling basis.

About Your Project

Project Name*

Character Limit: 100

Project Description*

Provide a one sentence description of what the work will accomplish and how. Note: Your answer may be used in publications. *For example: "We will build our donor support base so that we may increase our enrichment programming for incarcerated youth."*

Character Limit: 500

Amount Requested*

Minimum \$500 / Maximum \$5,000

Character Limit: 20

If awarded, what % of your project budget will VCF grant dollars support?*

Character Limit: 20

Geographic Area - Town/City*

What Vermont town(s) will be directly served by your project?

Please keep your answer concise and refer to the following guidelines:

- For multiple towns, use commas to separate the town names.
- If your project spans state borders, limit your answer only to Vermont.
- If your project has broader implementation (multiple counties or statewide), you do not need to mention each town. Instead, briefly outline the geographic scope.

Character Limit: 200

Geographic Area - County*

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 these areas of work apply to your project?*

Refer to the guidelines at the top of this form for more information. You may choose only one.

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

If you selected other, please describe the work proposed.

Character Limit: 1200

Goals*

Explain the goal(s) of the project. How will this process help to improve the work of your organization?

Character Limit: 1200

Activities & Timeline*

- Describe the work that you will do. Please list and describe the tasks and/or steps planned for the work proposed, and note any outputs (reports, plans, or other deliverables) you expect to produce.
- State your project timeline. *Please note that grant funds cannot cover activities that have already taken place; keep the notification timeline in mind as you prepare your application.*

Character Limit: 1500

Results*

What are you hoping this project will accomplish - i.e., what will be different for your organization because of this work? How will you measure your results?

Character Limit: 1200

Timeliness*

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

Character Limit: 800

Consultant*

This grant program funds only professional consultant costs to facilitate the work you describe. 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: 300

Considering a merger? (If applicable)

Please explain the history and timeline of the conversations to date.

Character Limit: 500

Bonus Words (Optional)

What else should we know about the project that we didn't ask?

Character Limit: 900

Letter of Support (REQUIRED ATTACHMENT)*

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: 5 MB

Project Budget - Itemized (REQUIRED ATTACHMENT)*

Attach a copy of your itemized project budget. You should include both expenses and revenue, including pending and secured support. (Sample budget documents can be downloaded from the Community Foundation's website - visit our Online Grants Center for more details.)

File Size Limit: 2 MB

About Your Organization

Organizational Description*

Briefly describe your organizations(s) or group(s) and its mission(s). (This is your "elevator speech" and may be used in publications.)

Character Limit: 300

Closing the Opportunity Gap*

How is your organization working to increase access to opportunity for Vermonters and their communities? Please describe this work in terms of how it relates to the [Opportunity Gap](#).

Character Limit: 1000

Strategic Focus Area*

Which strategic focus area(s) does your organization or project serve? **Read about our strategic focus areas by [clicking here](#).**

Choices

- Early care and learning
- College and career training
- Support for youth and families
- Community and economic vitality
- None of the above

What status best describes the applicant?*

Choices

- Municipal entity (i.e., town, public school, or other municipal department or agency)
- Registered 501(c)(3) nonprofit
- Church 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 Sponsorship (If Applicable)

Our grants must be paid to a registered 501(c)(3) nonprofit, church/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. Download a blank [Fiscal Sponsor Agreement](#) form (*click on the blue words for the download link*) and forward it to your fiscal sponsor to print, fill out, and sign. If you have questions, please contact Jennifer at 802-388-3355 ext. 222.

Upload a scanned copy of your signed Fiscal Sponsor Agreement below.

File Size Limit: 2 MB

Grant History*

Has your organization received funding within the last two years from our Community Fund grant programs (Spark Connecting Community, Regional and Local Impact, and/or Special &

Urgent Needs)? If Yes, please specify the project name(s), grant amount(s) awarded, grant year(s).

Character Limit: 200

The following financial documents are required to help the committee gain a clear picture of your organization's financial situation, budget, and need for this grant. In fairness to all applicants you must include these attachments. If you have questions or difficulty providing what we are asking for, please call 802-388-3355 ext. 222. (Sample documents can be downloaded from the Community Foundation's website - visit our [Online Grants Center FAQ](#) for more details.)

Organizational Budget*

What is your organization's annual operating budget?

Character Limit: 20

Profit and Loss - Completed Fiscal Year*

Upload a copy of your organization's Profit and Loss statement from its most recently completed fiscal year.

File Size Limit: 2 MB

Balance Statement - Completed Fiscal Year*

Upload a copy of your organization's Balance Statement from its most recently completed fiscal year.

File Size Limit: 2 MB

Budget to Actual - Current Fiscal Year*

Upload a copy of your organization's current fiscal year budget as approved by your board of directors alongside your most recent profit and loss statement. You may need to combine multiple files into one.

File Size Limit: 2 MB

If you are showing a deficit in your organizational budget document(s), please tell us why.

Character Limit: 300

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 with other potential funders, both individuals and foundations.

