



Community Foundation Capacity Building Grant Program Guidelines

Purpose

The Iowa Council of Foundation's Capacity Building Grants Program will support opportunities for qualified community foundations and their affiliates to engage in activities that increase their ability for sustainable endowment growth/building. Capacity building grants will provide community foundations with support to implement projects or programs necessary to enhance their organizational capacity and address important issues of fund development and effectiveness.

Examples of capacity building projects include:

- Planning activities: e.g., organizational assessments, strategic planning, fund development, communications/marketing, events—each should be tied to a fundraising strategy.
- Board development in endowment growth: may include activities such as leadership training, defining the role of the board, or strengthening volunteer roles in endowment growth.
- Strategic Relationships: building collaborative relationships with professional advisors and/or nonprofit development staff.
- Internal operations: improvements to financial management, volunteer management; or staff-like support for affiliate growth.
- Technology Improvements: IT capacity through upgrades to hardware and software, networking, websites, or staff training to optimize use of technology.
- Professional development: staff or affiliate volunteer attendance at national conferences; local trainings, or online webinars for staff or volunteers around endowment growth.

Eligibility and Guidelines

This grant application opportunity is open to any qualified Iowa community foundation or affiliate. Host projects must focus on the host foundation's work with their affiliates. Funds may be used for opportunities or organizational challenges that, if addressed, would have a clear, positive impact on the community foundation or affiliate's ability to build endowment funds. Additional information regarding program requirements is listed below:

- Interested parties must submit a Capacity Building Program PRE-Application Form to ICoF by March 16, 2018 as part of this grant program process. This form will allow ICoF staff to review the planned program submission and provide feedback to the applicant prior to submitting the Capacity Building Grant Application by April 30, 2018.
- Requesting organizations must demonstrate a 50% match to the requested funds (ex. Request = \$5,000; required match = \$2,500.) Acceptable cash match contributions include:
 - Funds contributed by the host or affiliate
 - Funds contributed by a third-party

- All grant application submissions must include the completed application as a PDF using the grant application template, along with a detailed program/project budget that clearly demonstrates what ICoF funding will support as part of the overall budget and how matching funds will be deployed.
- Grant applications must also include a one-page cover letter signed by both the affiliate and the host community foundation.
- Collaborative projects between one or more affiliates are encouraged as well as applications that provide clear strategies for growing endowment funds as opposed to just administrative support.

Program Terms and Limitations

The period in which the grantee may invest grant funds and the period in which the grantee is required to report with respect to the use of grant funds will run from June 1, 2018 through May 31, 2019. Capacity Building grant recipients will be required to submit a year-end report (template provided by ICoF) on how the grant funding was utilized to achieve their goals in endowment growth. Additionally, funding support per recipient is anticipated to be in the range of \$1,000-\$15,000. This support must be used to provide continued, new or expanded capacity building specifically focused on asset development to promote endowment growth. Hosts are strongly encouraged to focus on capacity building for affiliate community foundations.

Applications

The Capacity Building Program PRE-Application Form will be available at www.iowacounciloffoundations.org/grant-opportunities/ beginning February 5, 2018. The final grant application for the Capacity Building grant program will be distributed via email on a rolling basis to the foundations that have pre-qualified.

Submission Deadline

The submission deadline for the PRE-Application is **Friday, March 16, 2018**. Reviews and recommendations will be made within 10 days following receipt. The final grant application will be due **Friday, April 30, 2018**. Applications will not be accepted after 5:00 pm on this date. Grant recipients will be announced in May and recipients will receive their grant funding by June 1, 2018.

For More Information

If you have any questions, please contact Michele Walstrom, Community Foundations Services Coordinator, by phone at (515) 989-1188 or email at mwalstrom@iowacounciloffoundations.org.