

2017 Fund for Louisville Capacity Building Grants

Community Foundation of Louisville

INSTRUCTIONS - APPLICATION

Welcome to the second step of the 2017 Fund for Louisville Capacity Building Grant application process.

This application is due by 5:00 PM on Monday, August 15, 2016.

- Many of the responses you submitted during the Letter of Intent phase have carried over to this application. While you are able to edit the content, please do not make substantive changes in your request (i.e. in the LOI your organization requested funds for staff training; now you wish to purchase new computers instead).
- There are character limits for each question. 1500 characters is approximately 200-250 words. 750 characters is approximately 100-150 words.
- Your entries are automatically saved. You may return to the application as many times as you like before the deadline.

If you have questions, please see the [grant information](#) website or contact Liz Alkire at 502-855-6965 or liza@cflouisville.org

ORGANIZATIONAL OVERVIEW

What is the organization's mission?

Character Limit: 750

Organizational Overview*

Please provide a short description of:

1. The community needs the organization addresses
2. The organization's primary programs or activities
3. The organization's greatest accomplishments /achievements to date

Character Limit: 2000

Why has your organization chosen to invest time and money in capacity building at this time?

Character Limit: 2000

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

This number may be found on Line 12 of your organization's IRS Form 990.

Character Limit: 20

Please upload a list of current board members and officers*

File Size Limit: 2 MB

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

Enter "0" if there are no full-time, paid staff

Character Limit: 10

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

Enter "0" if there are no part-time, paid staff.

Character Limit: 10

Organizational Finances*

Please provide the following financial information for the past three, completed fiscal years:

- Total Revenue
- Program Expenses
- Total Expenses
- Total Assets
- Net Assets

[Please use this template](#), which you may download to your computer, complete, and then upload using the "upload a file" button. Please use Excel format.

If your organization has been in operation fewer than three fiscal years, please provide this information for all completed fiscal years.

File Size Limit: 2 MB

CAPACITY BUILDING PROJECT DETAILS

Capacity Building Project Name*

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

Character Limit: 100

Capacity Building Project Overview

What is your capacity building project's "elevator pitch?" In other words, imagine you are taking an elevator with someone and have to describe your project in 30 seconds. What would you say?

Character Limit: 750

Efficiency, Effectiveness, Sustainability

Please describe how your capacity building project will support the long-term efficiency, effectiveness, and/or sustainability of your organization.

Character Limit: 2000

Capacity Building Project Objectives

Character Limit: 750

Organizational Impact*

Using short, concise statements please describe what will be different about your organization when the objectives for this grant, as you outlined above, are accomplished. When possible, please use numbers or percentages to define the impact. It is understood, however, that not all projects lend themselves to numeric measurement. Here are some examples of impact statements:

- We expect an X% increase in the number of memberships sold by our staff after training is complete
- Staff will spend X% less time creating and distributing electronic newsletters after the software is purchase and training is complete
- Our organization will secure a national accreditation that enables us to apply for funds from national and corporate foundation for the first time

Character Limit: 1800

How will your organization staff this project?*

Please include the name(s), title(s), and credential(s) or experience of the individual(s) who will lead and/or execute this project. If using funds for a consultant, please provide a clear explanation of why the selected consultant is the best fit for the project.

Character Limit: 1200

Technology-related Investment?*

Will all or part of this grant support purchase of hardware, software, or other electronic / technology devices, such as cameras, scanners, printers, etc.? Technology-related investments also include new or updated websites.

If "yes," please respond to the technology-related questions in the following "Technology-related Questions" section.

Choices

Yes

No

TECHNOLOGY-RELATED QUESTIONS

If all or part of this grant will support purchase of hardware, software, or other electronic / technology devices, such as cameras, scanners, printers, etc. please respond to the following technology-related questions. If the grant request does not include technology-related purchases, please skip this section.

Does each full-time staff member have reliable access to his/her own computer, with Internet access?

Choices

Yes

No

Not applicable

Does the organization have a database (not Excel) where you can easily track and manage donor info?

Choices

Yes

No

Not applicable

Is the organization tracking constituent data in more than two different systems or spreadsheets?

Choices

Yes

No

Not applicable

Does the organization have a file server to help staff share files?

Choices

Yes

No

Not applicable

Website

Does the organization have a website and can staff members update the website without knowledge of HTML?

Choices

Yes

No

Not applicable

Does the organization send out periodic eNewsletters or other web-based communications?

Choices

Yes

No
Not applicable

Current Technology Challenges

Please describe the current technology challenges facing the organization and how this grant will address those challenges.

Character Limit: 1500

Costs and Time

Please describe how your organization has considered and budgeted for the costs and time associated with the installation and configuration of the new technology, if applicable, including data migration, training, and ongoing maintenance and support, etc.

Character Limit: 1500

Technology-related explanations

If you responded "not applicable" to any of the technology questions above, please explain.

Character Limit: 1000

CAPACITY BUILDING PROJECT BUDGET

What is the total cost of the capacity building project?*

Character Limit: 20

What amount are you requesting from the Community Foundation of Louisville?*

The grant request must make up 50% or more of the total capacity building project budget. Grants of any size may be requested, up to a maximum of \$20,000.

Character Limit: 20

Other Funding*

If this grant from the Community Foundation of Louisville will not cover 100% of the project cost, please identify other necessary sources of funding, the amount, and whether the additional funds are secured/requested or will be pursued if the CFL grant is received. If not applicable, please respond "NA." Please provide in list format.

Character Limit: 1200

Project Budget*

Please [download this template](#) to your computer, complete, and upload using the "upload a file" button. Please provide as much detail as possible. For example, if you are requesting funds for software, please name the software package and total cost. If requesting funds for a consultant, please identify either the total consulting fee or hourly rate and anticipated length of engagement (i.e. \$100/hour for 10 hours).

Please use Excel format

You may use the space provided below to share any additional details necessary to clearly communicate your project budget.

Character Limit: 1000 | File Size Limit: 2 MB

THANK YOU AND NEXT STEPS

The submission deadline for this application is 5:00 PM on Monday, August 15, 2016.

After you submit this Application, you will receive an email confirming receipt. Please check your junk or spam folder if you don't receive the email. You may also wish to add "administrator@grantinterface.com" to your "safe sender" list to ensure you receive future communication from CFL regarding this application.

CFL will notify all organizations via email by September 23 regarding the status of the Application. Selected applications will continue for additional review in October and November and those organizations selected for a grant will be notified on December 15, 2016 (all other applicants will be informed as well at that time).