# TRACY FAMILY FOUNDATION

# Capacity Building Grant Program Guidelines

*draft 4.15.24*

**Capacity Building Defined:**

TFF defines Capacity Building as ***developing people, or the tools people use***. Capacity Building improves an organization's systems, structures, processes, or personnel. When these core organizational elements improve, the organization's operations and services elevate and lead to greater success.

**Purpose of the Capacity Building Program:**

The primary goal of our Capacity Building Program is to catalyze the skills and best practices that empower organizations and leaders to grow and thrive.

**Guidelines:**

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| **What organizations are eligible to apply?** | Nonprofit organizations, schools, and public entities that 1) are in TFF's funding Region in Illinois or 2) have received a TFF Formal Funding grant in the past 5 years. | |
| **Is the TFF Nonprofit Roadmap Assessment Required?** | Yes. TFF requires all 501c3 Capacity Building applicants (not schools or public entities) to complete the TFF Nonprofit Roadmap Assessment before submitting a capacity building grant application. Each assessment is valid for up to 12 months.<br><br>Organizations may take the iCAT organizational assessment instead of the TFF Nonprofit Roadmap Assessment but should talk with TFF Staff to learn more about this tool. | |
| **What is the maximum amount per year organizations can request for capacity building?** | ***"Create Your Own"* Projects**<br><br>Organizations can request up to $5,000 annually for any capacity building projects they create. | ***TFF-Curated Programs***<br><br>Organizations can be approved for up to two TFF-curated programs (e.g., Video Storytelling, Board Development, et al.) per calendar year. The grant amount may vary based upon the program but will not exceed $10,000 for the two programs selected. Grants awarded through TFF-curated capacity building programs do NOT count against an organization's $5,000 annual maximum for "create your own" capacity building projects. |

| What is the maximum number of capacity building requests an organization can submit in a year? | There is no maximum. Organizations can submit as many *Create Your Own* requests as they'd like, as long as the total of all requests does not exceed $5,000. | Organizations can participate in up to 2 TFF-curated Capacity Building programs per calendar year. Courses sponsored by TFF and offered at no cost to nonprofit organizations will not count toward the two TFF-curated program maximum. |
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| Does an organization have to contribute any money towards requests? | Yes. Organizations are responsible for 10% of the requested amount in cash, not in-kind. | |
| Will a Final Impact Report be required? | Yes. A Final Impact Report is due within 12 months of the grant award. | |

## Eligible Projects and Expenses

Projects TFF would consider funding with Capacity Building grants include, but are not limited to:
professional development, strategic planning, fundraising training, financial management training, communication and marketing systems, collaboration, software pilot, outcome evaluation and learning, board governance and engagement, and other professional consultation.

Eligible expenses for these projects could include, but are not limited to registration fees, consultant fees, travel, lodging, meals, and training costs.

## Exclusions and Considerations

### Wages/Salaries

Capacity Building grants will not cover wages or salaries of an individual employed by your organization.

### Construction Costs

Renovations, building upgrades, and other construction costs will not be considered for Capacity Building grants.

### Equipment/Supply Costs

Equipment and supplies (computers, cameras, technology, and swag) will not be considered for Capacity Building funding.

### Marketing

While marketing is important to all organizations, not all marketing projects are eligible to be funded by a Capacity Building grant. TFF will consider funding for marketing training, storytelling videography, website improvements, and fundraising infrastructure. Requests for signs, swag, and marketing campaigns will not be considered.

### Software

Funding for identical software systems across multiple years will not be considered. For requests to fund new software, TFF will consider funding for up to two consecutive years. Organizations should plan to cover costs without the use of TFF funding by the third year.

### Continuing Education

If your "Create Your Own" Capacity Building project serves both as a professional growth opportunity and a path to earn a degree, TFF will provide funding for a maximum of two higher education courses per person.

### Questions:

If you have any questions about the eligibility of your capacity building project or about TFF's Capacity Building program, please contact TFF Program Manager, Callie Niederhauser, at callie.niederhauser@tracyfoundation.org.

**\*Projects that are not considered for Capacity Building funding may qualify for TFF's Formal Funding program.**