



2019 Nonprofit Partnership Grant Program Professional Development Grants

Eligibility & Application Instructions

The 2019 Nonprofit Partnership Program (NPP) Grant cycle is open and SCF is accepting funding requests from eligible applicants (NPP member organizations) from March 1, 2019 thru October 4, 2019. Qualified 501(c)(3) charitable organizations delivering goods or services to Solano County residents are eligible to apply.

Nonprofits may apply for small grants, **up to \$2,500** to pursue professional development and training opportunities. The funding objective is to help staff and leadership develop or increase skills and abilities which will help their organization build capacity and deliver programs and services. Applicants must use the [NPP Professional Development Grant Application Form](#).

Grants will fully or partially cover expenses associated with professional instruction or training (e.g., attend a class, workshop, seminar, or conference – or bring in a professional) in three specific focus areas (see the list below). Grant monies may be used for skill development, program or professional certification, conference registration fees, training materials, and travel expenses. Funding is limited, however, so in some cases the grant amount awarded may not cover all expenses associated with long-distance travel, or overnight lodging at a multi-day event or conference.

I. ELIGIBILITY & FUNDING FOCUS AREAS

- A. Applicant must be a Nonprofit Partnership Program (NPP) member.
- B. For all **new** NPP members (i.e., not previously a member, or not a member for the preceding calendar year) there is a required grant submission waiting period of 60 days. Requests submitted during the waiting period will not be accepted or considered.
- C. Only qualified 501(c)(3) Nonprofit Organizations serving Solano County residents are eligible for funding consideration.
- D. Funding support up to \$2,500 is available for nonprofits in pursuit of professional development and training in these three capacity-building focus areas:
 1. Leadership & Management
 2. Fundraising & Development
 3. Marketing & Visibility
- E. Only one application per nonprofit organization will be funded in one calendar year grant cycle. A [Grantee Final Report](#) is required for any previous award; if this has not been submitted, then any current request will not be considered.
- F. Funding requests for annual or reoccurring events (conferences or trips) that have already been funded once will not be considered for repeat funding.

- G. Submitting an application does not guarantee funding will be awarded, either in part or for the full amount requested. This is a competitive grant program.
- H. Grant monies may not be used for the following purposes:
 - a. to host a fundraising event
 - b. to pay employee salaries or wages
 - c. to pay for office rent expenses
 - d. for re-granting to other agencies
 - e. as reimbursement for previous or current training-related expenses
 - f. for board retreats or ‘assessments’

II. APPLICATION DEADLINE & NOTIFICATION PROCESS

- A. Applications must be submitted via email to grants@solanocf.org (preferred method), by regular mail, or hand-delivered to SCF no later than October 4, 2019.
- B. SCF will send each applicant an email to confirm receipt of their application.
- C. SCF will determine funding status based on a review and scoring of an application. If necessary, an applicant may be requested to provide specific additional information (e.g., supporting documentation for expense items).
- D. SCF will notify applicants of their funding status by email within 7 to 10 business days after a request is received.
- E. Grantee award letters and checks will be processed and mailed (or held for pick up) within 10 to 14 business days after a request is received.

III. APPLICATION REQUIREMENTS

- A. Information must be complete and typed in the space provided. A completed form may be printed and manually signed, but an electronic signature is preferred.
- B. Give a clear explanation of how and when monies will be acquired if funding is needed in addition to the NPP grant amount requested.
- C. Applicants must describe the expected direct benefit(s) that funding will provide the organization and how it will help in capacity-building efforts. The benefits must be related to the selected focus area identified.
- D. A proposed budget is a required application component; it must include a list of all expense items, descriptions, and amounts for which grant monies will be used.
- E. Supporting documentation for training event or services, or for materials to be purchased must be provided. No exceptions.

IV. APPLICATION REVIEW AND SELECTION CRITERIA

SCF is committed to fairly evaluating all grant requests. Using a rating matrix, each application is reviewed and scored by Foundation staff to determine whether the request aligns with SCF funding goals and objectives, and whether it contains the necessary criteria for further consideration. If upon first review, the request is deemed suitable for funding, but required information is missing or incomplete, SCF may invite the applicant to submit specific detailed information via email.

REPORTING REQUIREMENTS & PUBLICITY

- A. Submission of a written SCF Grantee Final Report is required of all grant recipients. Failure to submit a required final report may render the applicant ineligible to receive future NPP awards.
- B. The report is due no later than one year from the date of the award letter or when grant monies have been spent, whichever is sooner.
- C. The final report must include at least two digital photos (high-resolution) of participants, event venue, trainer, purchased materials, etc.
- D. Acceptance of an NPP Professional Development grant implies consent for SCF's use of report information, photos, and award results in media coverage.
- E. The SCF Media Authorization & Release Form acknowledging participant consent to use media materials may be downloaded from the NPP Program page on the SCF website, or requested via email.
- F. SCF asks that funding support appear in grantee publicity releases and in marketing materials, etc., about the training opportunity and benefits received.
- G. Grantees may be asked to give an impromptu verbal summary at an NPP workshop to report how grant monies were spent and benefits received. This is not mandatory, but will serve as informal feedback for workshop attendees and SCF staff members.

Questions?

Solano Community Foundation, 744 Empire St, Suite 240, Fairfield, CA 94533

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