



# 2020 Nonprofit Partnership Grant Program Professional Development Grants

## Eligibility & Application Instructions

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The 2020 Nonprofit Partnership Program (NPP) Grant cycle opens on March 6, 2020 and closes on September 4, 2020. Qualified 501(c)(3) charitable organizations serving Solano County residents are eligible to apply.

Nonprofits may apply for small grants, **up to \$2,500** to help cover the cost of professional development and training and related expenses for staff and leadership. SCF's funding objective is to provide support which will help develop or increase skills and abilities, which will in turn, help their organization build capacity to deliver programs and services. Applicants must use the [NPP Professional Development Grant Application Form](#).

Grant monies are intended to 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 trainer) 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.

### FUNDING FOCUS AREAS

1. Leadership & Management
2. Fundraising & Development
3. Marketing & Visibility

### ELIGIBILITY REQUIREMENTS

- 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. Only one application per nonprofit organization will be funded in one calendar year grant cycle.
- E. Funding requests for annual or reoccurring events (conferences or trips) that have already been funded once will not be considered for repeat funding.
- F. 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.

### APPLICATION RECEIPT & NOTIFICATION PROCESS

- A. Applications must be submitted via email to [grants@solanocf.org](mailto:grants@solanocf.org) (preferred method), by regular mail, or hand-delivered to SCF on or before the deadline.
- B. SCF will send each applicant an email to confirm receipt of his or her application.
- C. SCF will determine funding status upon completion of our review/scoring. An applicant may be requested to provide specific additional information.
- D. SCF will notify applicants of their funding status within 7 to 10 business days after receiving a request.
- 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.

### 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 the overall cost exceeds 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.

### 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. SCF may request the applicant submit specific detailed information needed to make a funding decision.

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'

### 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. SCF requires grantees to return unused grant monies. The grantee is expected to notify SCF as soon as possible if the grant monies cannot be used for the intended purpose.
- D. The final report must include at least two digital photos (high-resolution) of participants, event venue, trainer, purchased materials, etc.
- E. Acceptance of an NPP Professional Development grant implies consent for SCF to use report information, photos, and award results in media coverage.
- F. SCF's funding support must appear in grantee publicity releases about the project, and in marketing materials, etc.
- G. The SCF Grantee Final Report Form and the SCF Media Release Form may be downloaded from the NPP Program page on the SCF website or requested via email.
- H. Failure to submit a required final report may render the applicant ineligible to receive future NPP awards.

## Questions?

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

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