



2018 Nonprofit Partnership Program

Professional Development & Capacity Building Grants

Eligibility & Application Instructions

The 2018 Nonprofit Partnership Program (NPP) Grant cycle is now open and SCF is accepting funding requests from eligible NPP member organizations now thru November 9, 2018. Only qualified 501(c)(3) charitable organizations may apply for a small (up to \$2,500) grant. Monies are available for nonprofits to pursue professional development and capacity building opportunities, for the purpose of training leadership and staff to help build capacity and grow programs and services.

Financial support will cover or help cover expenses for professional instruction or training (i.e., attend or hold a class, workshop, seminar, or conference) in specific areas (see the list below). Grant monies may be used for board retreats and leadership training, skill development, program certification, registration fees, training materials, travel expenses, and other related costs. Funding is limited, however, so grant amounts awarded may not cover all expenses associated with long-distance travel, overnight lodging at a multi-day event or conference, special meals, or incidental expenses.

Each request will be judged on its own merit and SCF will make an award decision and process the grant payment ***within 7 to 10 business days*** after an application is received. Eligibility and application requirements are provided below for prospective applicants.

I. ELIGIBILITY & FUNDING FOCUS

- A. Applicants must be a Nonprofit Partnership Program (NPP) member. New members have a required waiting period of 60 days before a request may be submitted and considered. Renewal members do not have a waiting period.
- B. Only qualified 501(c)(3) Nonprofit Organizations serving Solano County residents are eligible for a grant award.
- C. Funding support is available for these areas of training and professional development *only*:
 1. Leadership and Management
 2. Fundraising and Development
 3. Marketing and Visibility
 4. Capacity Building and Assessment
- D. Grant monies may not be used for re-granting purposes, to host a fundraising event, to pay employee salaries or wages, or for office rent expenses.

II. APPLICATION DEADLINE & NOTIFICATION PROCESS

- A. The Application Form is a fill-in-the-blank PDF and content must be typed. A

completed form may be printed and signed/authorized by the head of the nonprofit organization. Electronic signature is preferred.

- B. Applications must be submitted via email to grants@solanocf.org (preferred method), by regular mail, or hand-delivered by November 9, 2018.
- C. SCF will send each applicant an email to confirm receipt of their application.
- D. Upon completion of review and scoring of an application SCF will determine funding status. If necessary, an applicant may be requested to provide specific additional information.
- E. SCF will notify the applicant by email with a funding status for their request, within 5 to 7 business days after a request is received.
- F. Grantee award letters and checks for will be processed and mailed (or held for pick up) within 10 business days after a request is received.

III. APPLICATION REQUIREMENTS

- A. Only one application per nonprofit organization will be funded in one calendar year.
- B. Incomplete or handwritten applications will not be considered.
- C. Applicants must provide a current email address and phone number.
- D. Submitting a request does not guarantee a grant will be made, or that funding will be received for the entire amount requested.
- E. The budget table is a required application component; it must include a list of expense items and amounts for the proposed use of funding.
- F. If funds are needed in addition to the grant amount requested, give a clear explanation of how and when they will be acquired and how they will be used.

IV. APPLICATION REVIEW AND SELECTION CRITERIA

SCF is committed to fairly evaluating all small grant requests received. To this end, Foundation staff will review and score each application received in accordance with policy, then determine the grant award amount, up to \$2,500.

- A. Requests must describe the direct benefit to the organization that the funding is expected to provide.
- B. The described benefit to the organization must be consistent with the amount requested, and related to the selected professional development or capacity building area of focus.
- C. Expense items for which requested grant monies are to fully or partially cover must be listed/described and include actual costs or “best estimate” amounts.
- D. The total amount of funding requested must be consistent with the expense items and costs provided in the budget table.

V. REPORTING REQUIREMENTS & PUBLICTY

- A. Submission of a written Grantee Final Report is required of all grant recipients.

- 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 of participants or the event venue, trainer, etc.
- D. Acceptance of an NPP Professional Development and Capacity Building grant implies consent for SCF's use of report information, photos, and award results in media coverage.
- E. SCF's funding support must appear in grantee publicity releases, in brochures, and in marketing materials, etc.
- F. Grantees may be asked to give an impromptu verbal summary at an NPP workshop of 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.
- G. The SCF Grantee Final Report Form and the SCF Media Release Form will be made available to download from the NPP Program page on the SCF website by mid-February, 2018.
- H. Failure to submit a required final report will make the applicant ineligible to apply or receive a grant in a future NPP Grant award cycle.