

# BUILDING COMMUNITY SERVICES THAT GROW LOCAL ECONOMIES

Nonprofit Capacity Building Grant  
Applicant Workshops  
July 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup> & 30<sup>th</sup> 2010

# LEAD AGENCIES

- ◉ **ACTION, Inc.**
  - Grantee; All Federal Reporting and Overall Management; Financial Award Management
  - Jennifer Cantwell, MSW, Project Director
- ◉ **Community Connection of Northeast Georgia, Inc.**
  - Training & Technical Assistance Coordination and Provision
  - Pat Peterson, MPA, Training & Technical Assistance Coordinator and Julie Meehan, MSW, Executive Director
- ◉ **The Institute for Nonprofit Organizations in the School of Social Work at UGA**
  - Needs assessments, individualized technical assistance plans, training and technical assistance provision
  - Dr. Tom Holland, and three graduate assistants
- ◉ **Evaluation**
  - Dr. Michelle Carney

# THE FUNDING STREAM

American Reinvestment and Recovery Act (ARRA)



U.S. Department of Health and Human Services (HHS)



The Administration for Children and Families (ACF)



Office of Community Services (OCS)

Strengthening Communities Funds (SCF) Nonprofit  
Capacity Building Program



Local Program Name: Building Community Services that  
Grow Local Economies (BCS)

# THE BASICS

- Two year grant based on Federal Fiscal Year:
  - October 2009 - September 2011
  - Two Cycles of Capacity Building Assistance
  
- Over the two Cycles:
  - 60 nonprofits will receive free training and technical assistance (TTA)
  - At least 30 of those nonprofits will also receive financial award

# THE BASICS CONTINUED

- ◉ Application: focuses on technical assistance and training—can apply for financial award if desired
- ◉ If you received TTA, but did not receive financial award in Cycle One, you may apply for funding during Cycle Two
- ◉ Federal guidelines limit NPOs to receiving financial award once over the two Cycles

# GRANT STATUS

- ◉ 31 Organizations awarded TTA, 29 have remain engaged
- ◉ 18 of 31 received financial award totaling approximately \$300,000
- ◉ Current TTA Cycle runs through 12/31/10
- ◉ A little over \$300,000 remaining for Cycle Two

# POLICIES & PROCEDURES

- I. PURPOSE STATEMENT
- II. ELIGIBILITY
- III. ECONOMIC RECOVERY SERVICES
- IV. CAPACITY BUILDING ASSISTANCE SERVICES
- V. FINANCIAL ASSISTANCE
- VI. FINANCIAL ASSISTANCE RESTRICTIONS
- VII. FINANCIAL ASSISTANCE USES
- VIII. DEADLINES
- IX. REVIEW PROCESS
- X. REQUIREMENTS FOR AWARDEES
- XI. ASSISTANCE FOR APPLICANTS

# I. PURPOSE STATEMENT

- To provide FREE capacity building training, technical assistance, and financial assistance to community and faith-based nonprofits in Barrow, Clarke, Elbert, Greene and Jackson counties.
- Focused on increasing capacity in 3 major service areas:
  - Creating a system of support that transitions clients from unemployment to self-sustainability, addressing gaps in this process
  - Helping clients overcome barriers to securing and retaining employment as well as accessing State and Federal tax credits and benefits
  - Partnering with public and private sectors to increase job creation and enhance business retention and expansion services



# PURPOSE STATEMENT CONTINUED

- Five critical capacity building areas:
  - Leadership Development
  - Organizational Development
  - Program Development
  - Collaboration & Community Engagement
  - Evaluation of Effectiveness
- Average 16 hours one-on-one technical assistance and 8 hours group training
- Financial awards to support capacity building activities

## II. ELIGIBILITY

- Nonprofit Organization
  - 501(c)(3) IRS status not required
  - Must be incorporated as a nonprofit and have documented proof
- Located in and serve clients within the five county target area
- Faith-based organizations eligible, but capacity building must be for programs that are not inherently religious

### III. ECONOMIC RECOVERY SERVICES

- Must provide services in the broad area of economic recovery. Examples:
  - Foster job creation
  - Help low-income individuals secure and retain employment
  - Stabilize low-income individuals for employment
  - Creating a system of support that transitions clients from unemployment to self-sustainability, addressing gaps in this process

## IV. CAPACITY BUILDING ASSISTANCE SERVICES, REFER TO P. 3-4

- ◉ Leadership Development
- ◉ Organizational Development
- ◉ Program Development
- ◉ Collaboration & Community Engagement
- ◉ Evaluation of Effectiveness

## V. FINANCIAL ASSISTANCE

- ◉ Financial awards are to assist with capacity building activities
- ◉ Awards of \$5,000 - \$30,000 with \$20,000 average
- ◉ You can only receive financial award once

# VI. FINANCIAL ASSISTANCE RESTRICTIONS

- Providing direct social services or supplanting direct services
- Providing medical services
- Direct fundraising services
- Purchase of real property (buildings or land)
- Construction Activities
- To build capacity to provide inherently religious activities
- Pre-award costs
- Food

# VII. FINANCIAL ASSISTANCE USES, REFER TO P. 6

## ○ Examples of Allowable Uses:

- Translating and printing program documents
- Board development activities
- Developing staff trainings or purchasing needed curriculum to enhance service delivery
- Hiring consultants to assist in approved activities
- Quickbooks Software and corresponding training
- Computers and software
- Consultant to assist in starting a social enterprise and developing a business plan
- Donor Software (excluding online donation link)

# VII. FINANCIAL ASSISTANCE USES CONTINUED

## ⦿ Examples of Non-allowable Uses:

- Items on the slide outlining financial assistance restrictions
- Salaries for staff to provide direct services
- Direct support services such as emergency cash or food assistance



# VIII. DEADLINES

## ◎ CYCLE TWO FY 2011

- Application Due: September 10, 2010, 5pm
- Screening Committee Decisions Announced: October 22, 2010 at the latest
- Capacity Building Assistance Period: December 1, 2010 - August 31, 2011 (for purposes of financial assistance)

# IX. REVIEW PROCESS & REVIEW CONSIDERATIONS

- ◉ Initial Review by Staff for completeness
- ◉ We will contact you by email to verify receipt of application and to request any additional information. Please check your email on a regular basis!
- ◉ Screening Committee will make decisions
- ◉ The Application Process is open and competitive
- ◉ No matching funds required; NPOs providing matching funds in application will not be given preference
- ◉ Priority given to NPOs:
  - With budgets of \$500,000 or less
  - NPOs working with DFCS regarding TANF Program

## X. REQUIREMENTS FOR AWARDEES

- ◉ Memorandum of Understanding (MOU) outlining terms of award including programmatic and financial reporting
- ◉ Cooperate with Independent Evaluator
- ◉ Adhere to all Federal Regulations
- ◉ Awardee Orientation: Thursday, October 28, 2010, 4-6pm, Location TBD

# APPLICATION FOR ASSISTANCE

- ◉ Application Submission
- ◉ Required Attachments, Supporting Documents Checklist
- ◉ Cover Page
- ◉ I. Organization and Services Information
- ◉ II. Capacity Building Assistance Information
- ◉ III. Capacity Building Budget

# APPLICATION SUBMISSION

- Typed, double-spaced, pages numbered, one sided, and in 12 point font
- Retain all headings, numbering and questions, and adhere to page limits
- Submission:
  - ORIGINAL HARD COPY with signatures mailed (postmarked by 9/10/10)
  - EMAILED by 5pm on 9/10/10
- If you foresee barriers to submitting by email, please let us know by September 1<sup>st</sup> so we can make alternate arrangements

# REQUIRED ATTACHMENTS AND OTHER SUPPORTING DOCUMENTS CHECKLIST

- ◉ Scoring Value: 10%
- ◉ Org Assessment Tool (refer to project website for more detailed instructions and screen shots)
- ◉ Annual Budget for current year
- ◉ Financial Statements (if you have questions, please ask!)
- ◉ Board of Director's List
- ◉ Documentation of NPO status
- ◉ Supporting Materials—10 page limit

# COVER PAGE

## ○ Cover Page

- Organizational information
- Please fill out all information requested
- Must be signed by Executive Director and Board Chair/President
  - If you have a different structure or special circumstance and are not sure who should sign, ask Jennifer!
- Please include current contact information, especially email—this is how we will communicate with you during screening process!

# I. ORGANIZATION AND SERVICES INFORMATION

- ◉ 6 page maximum
- ◉ Scoring Value: 40%
- ◉ Describe your current or proposed programs, activities and/or services
- ◉ If you are addressing other economic recovery issues aside from those listed, please tell us!
- ◉ Partnerships with DFCS in the TANF Program



## II. CAPACITY BUILDING ASSISTANCE INFORMATION

- ◉ 6 page maximum
- ◉ Scoring Value: 50%
- ◉ Describe where your organization is developmentally and where you want to go
- ◉ Describe the leadership of your organization
- ◉ What types of technical assistance and training do you need?
- ◉ Refer to Policies & Procedures (p. 3-4) and org assessment to help identify capacity building needs
- ◉ Current non-funded Awardees address current TTA experience and impact

# III. CAPACITY BUILDING BUDGET

- You are not required to complete the budget portion if you are not requesting money.
- If you are requesting money, you must fill it out. Please use the format provided.
- You are not guaranteed to receive the amount requested.
- Refer to Policies & Procedures for allowable activities. There is also an example budget.
- If you are unsure how to categorize expenses, ask Jennifer!

# QUESTIONS

- Additional Questions?

# CONTACT INFORMATION

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