

Initiative for Effective Nonprofits 2009 Grant Guidelines

Applications due Thursday, May 14, 2009

Purpose of the Initiative

The purpose of the Initiative for Effective Nonprofits is to provide and facilitate resources to strengthen the governance and management of nonprofit organizations so that they will be more effective in delivering services. Organizations that are managed well are better able to develop, implement and sustain effective services to meet community needs.

The Initiative is a collaborative effort of community organizations, foundations and individuals to strengthen nonprofit organizations that provide services to residents of the Thomas Jefferson Planning District (City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa and Nelson).

Eligible Activities and Costs

Organizations may request grants in the following areas:

- Mission and Strategic Thinking
- Strategic Relationships
- Governance and Leadership
- Operations and Management
- Program Delivery
- Resource Development

For more information, please review the attached "Priorities for Grant Funding".

Grant funds may be used to cover the cost of consulting services, training expenses and materials and other similar expenses. Applications will not be considered for general operating support, equipment purchases, construction or improvement of facilities, debt reduction, routine financial audits, feasibility studies for capital campaigns, staff salaries for participation in Initiative activities, support for consultants to perform staff functions or other similar activities. Funds may not be re-granted to other organizations.

Applicant Qualifications

Nonprofit 501(c)3 organizations with annual budgets under \$5,000,000 that provide services to local residents within the Thomas Jefferson Planning District and have been in existence and serving such residents for at least two years are eligible to request a grant. Organizations that provide health or human services will receive priority. Eligible organizations are encouraged to jointly apply as a collaborative.

The Initiative will not provide grants to promote particular denominations, faiths or political agendas, but will consider applications from faith-based organizations with projects that serve the general community. Applications from organizations that are not direct service providers will not be considered. The Initiative will not provide grants for individual elementary, secondary or post-secondary schools.

Proposal Format

Proposals submitted for funding must fully respond to the attached grant application form, including requested organizational information, narrative and attachments. The proposal narrative should include clear and detailed outcomes anticipated for the project. Letters of reference and additional submittals will not be reviewed. The Initiative may request additional information if useful in the review process. An original application and seven copies should be mailed or delivered to:

Jon Nafziger, Director
Initiative for Effective Nonprofits
806 East High Street
Charlottesville, VA 22902

An electronic version should also be emailed to info@initiativeforeffectivenonprofits.info.

Consultants

The screening, interviewing and selection of consultants is the responsibility of the applicant. An organization that intends to hire a consultant should seek proposals from more than one consultant to compare services, costs and intended outcomes before submitting an application. A consultant may not be a current member of the organization's Board of Directors.

Proposal Review

A review team composed of sponsors and representatives of the community will review and approve or deny grant requests. Grant applications to the Initiative are considered separately from grant applications to Initiative sponsors for program or operating support.

Awards

Grants for individual organizations are available up to \$5,000. Higher grant awards may be considered for collaborative proposals. A cash or in-kind match of at least 25% of the grant request is strongly encouraged. Fifty percent of the grant funds will be disbursed at the beginning of the project and the balance upon receipt and approval of the final report (described below). Funds are restricted to the purpose designated in the approved grant, and any unused funds must be returned.

The deadline for submitting applications is Thursday, May 14, 2009. The Initiative will inform applicants of awards by June 30, 2009.

Reporting Requirements

An organization receiving a grant from the Initiative must submit a final report on project outcomes and an evaluation of the consultant within 30 days of the completion of the project. The Initiative will provide a format for the final report.

A grant recipient must contact the Initiative prior to any major change in the grant project, including the scope of work, budget, contract with the consultant, or schedule for completion of the project. Any change is subject to the approval of the Initiative.

Based on what they have learned from the work funded by a grant, grant recipients will be expected to share their results with other local nonprofit organizations. The Initiative will develop a process to facilitate the sharing of information by grant recipients. Necessarily, the process will be structured to protect any confidential or sensitive information.

If requested by the Initiative, grant recipients will be expected to participate in a face-to-face or other evaluation after the project.

Repeat Applicants

The Initiative will not provide support to any organization for more than one project at a time. A grant recipient may apply for an additional grant when the previous project has been completed and all grant requirements have been met. An applicant that did not receive an award may reapply after first contacting the Initiative Director for feedback on the unfunded application.

Inquiries are welcome. Please call Jon Nafziger, Initiative Director, at (434) 972-1701 or email info@initiativeforeffectivenonprofits.info.

Initiative for Effective Nonprofits 2009 Priorities for Grant Funding

Grant proposals will be considered in the following areas:

1. Mission and Strategic Thinking
 - Strategic thinking and future planning
 - Organizational assessment
 - Business planning
2. Strategic Relationships
 - Collaborations
 - Shared administrative functions (multi-agency)
 - Exploration or implementation of mergers
3. Governance and Leadership
 - Board development and involvement
 - Executive transitions
4. Operations and Management
 - Financial planning and oversight
 - Risk management and legal issues
 - Human resources and staffing
 - Technology planning
5. Program Delivery
 - Program development and planning
 - Program evaluation and outcome measurement
6. Resource Development
 - Developing fee-for-service
 - Funding diversification

Grant priorities include:

- **Strategic Relationships**
- **Mission and Strategic Thinking**
- **Governance and Leadership**