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Albany Guardian Society • Bender Family Foundation • The Community Foundation for the Greater Capital Region
KeyBank Foundation • The Lincoln Fund • Linda G. Toohey Donor Advised Fund • MVP Health Care • Pavonia Fund
Standish Family Fund • Troy Savings Bank Charitable Foundation • United Way of the Greater Capital Region

2016-2017 Greater Capital Region Capacity Building Mini-Grant Program

In collaboration with several local funders, the Community Foundation for the Greater Capital Region invites local nonprofit organizations to participate in the 2016-2017 Greater Capital Region Capacity Building Mini-Grant Program. **By participating in at least three out of five course sessions detailed below, organizations can qualify for mini-grants of up to \$2,500 for capacity building initiatives.**

Capacity building is defined as the activities that strengthen the infrastructure and operations of nonprofit organizations, ultimately making them more effective, efficient, and better able to fulfill their mission.

Capacity building involves development of an organization's core capabilities such as staff and board leadership, financial management, fundraising, use of technology and evaluation processes. Capacity building is facilitated through technical assistance, organizational and leadership development, coaching, training, networking, strategic planning, and management consulting.

Eligibility for Course Participation:

- Organizations, staff and board members who have previously attended 2014 or 2015 Capacity Building Mini-Grant trainings are eligible to attend.
- Together, the organization's executive director and one board member must attend three of the five course sessions to be eligible for funding. Different board members may attend each session.
- Sessions will take place at Sisters of St. Joseph of Carondelet in Latham, NY, from 8:00 a.m. to noon (8:00 - 8:45 a.m.: Registration and networking; 9:00 a.m. - noon: Program), on the following dates:
 - **Thursday, September 29:** Volunteers, Engaged! Manage the Risk to Maximize the Reward. *Facilitated by Debra Best, SPHR, SHRM-SCP, Deb Best Practices.*
 - **Thursday, October 20:** NYS Nonprofit Revitalization Act Pitfalls. *Facilitated by the New York Council of Nonprofits, Inc. – Lauren A. Holupko, Esq., Associate Attorney, and Susan Weinrich, VP, Organizational and Community Development.*
 - **Tuesday, November 29:** Idealware: Helping Nonprofits Make Smart Technology Decisions. *Facilitated by Karen Graham, Executive Director, Idealware.*
 - **Thursday, December 15:** Money Makes Mission Happen: Part One. *Facilitated by Diane Cameron, author, speaker and consultant, and Nancy Meyers Preston, Strategic Planning & Fundraising Consultant.*
 - **Thursday, January 12:** Money Makes Mission Happen: Part Two. *Facilitated by Diane Cameron and Nancy Meyers Preston.*
- Applicants must represent a 501(c)(3) tax-exempt organization that is located in, or provides a substantial service to, residents/visitors of Albany, Rensselaer, Saratoga, Schenectady, Schoharie, Columbia, Greene, Montgomery, Fulton, Warren and/or Washington counties.
- Applicant has an annual organizational budget of less than \$5 million.

For More Information, Contact:

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Eligibility and Details for Capacity-Building Funding:

Grant funding for this initiative is limited. Applications for capacity-building initiatives will be due to the Community Foundation by February 16, 2017. Grants will be awarded competitively to qualifying nonprofits with approved project activities.

- To qualify for funding, an organization's executive director and one board member must attend three or more of the capacity-building course sessions together.
- Seventy percent (70%) of grant funds will be given in Albany, Rensselaer, Saratoga, Schenectady counties; 30% will be given in Schoharie, Columbia, Greene, Montgomery, Fulton, Warren and/or Washington counties.
- Grant awards will be announced by May 2017. Grant funds must be expended by May 2018.
- Priority will be given to those projects that demonstrate one or more of the following:
 - Completed application received by the Community Foundation by the February 16, 2017, deadline;
 - Applicant has an annual organizational budget of less than \$5 million;
 - The capacity-building benefits of the project to the organization are clearly articulated, measurable and need is well-demonstrated;
 - Applicant's board and management is committed to maximizing the benefits of the assistance;
 - Requested service or project would not likely occur as proposed if grant was not secured;
 - Applicant organization financially participates in the proposed project (if it has the capacity to do so).

Projects must improve the governance, management and program service capacity of the applicant. Examples of types of eligible projects include, but are not limited to, the following:

- Board development/training/retention;
- Strategic planning;
- Financial management (fiscal policy development, internal control review, software conversion, etc.);
- Legal assistance including incorporation/application for tax-exemption, bylaw development review, personnel policy development/review, contract reviews, merger, consolidation plan development, etc.;
- Organizational assessment - evaluation of non-profit's current condition (mission, governance, human resources, finances, etc.);
- Employee compensation analysis;
- Personnel evaluation, including evaluation of Executive Director or other leadership;
- Program evaluation;
- Merger/consolidation/strategic alliance exploration and/or facilitation;
- Employee team-building;
- Fund development planning/software purchase;
- Marketing plan development;
- Entrepreneurial venture planning and development.

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