



## 2020 Community Impact Fund Capacity Building One-Year Responsive Grant Guidelines & Instructions

***Closing Date: Wednesday, April 1, 2020, 5:00 p.m. Pacific Time***

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### **Mission of Inland Empire Community Foundation**

The Inland Empire Community Foundation's mission is "Strengthening Inland Southern California through Philanthropy."

The Foundation does this by raising, stewarding and distributing community assets by providing grants to nonprofit organizations, and working toward a shared vision of a vibrant, generous and just region — with unlimited opportunities.

### **Community Impact Fund Capacity Building Initiative**

The Community Impact Fund comprises the Foundation's unrestricted grantmaking. The Foundation responds to requests for support across a wide-range of organizational capacity building needs and welcomes proposals through this competitive grant process. Capacity building support is intended to enable an organization to carry out its mission by strengthening organizational capacity, effectiveness, and sustainability. Capacity building funds provide an opportunity for nonprofits to reflect, learn, and take action in developing short and/or long-term, sustainable solutions to challenges they face in addressing critical community needs.

### **Definition of Capacity Building**

For the purposes of this funding initiative through Inland Empire Community Foundation's Community Impact Fund, capacity building is considered to be activities that strengthen the performance of a nonprofit organization to better meet its mission and purpose.

### **Menu of Capacity Building Activities**

- Training/Workshops such as: Board of Governance, Fund Development, Leadership, Advocacy, Logic Models, Finance/Budgets, Evaluation, Marketing, Technology, Social Media, Branding, HR, etc.
- Organizational Assessments
- Technical Assistance
- Succession Planning
- Consulting/Coaching
- Program or Service Delivery Efficiency
- Strategic Partnering
- Collaboration/Partnerships/Management
- Strategic Planning
- Evaluation
- Mergers/Acquisitions

### **Eligibility**

- Nonprofit, public benefit organizations with evidence of tax-exempt status under Section 501(c) (3) of the Internal Revenue Code and not classified as a private foundation.
  - Nonprofit organizations that can document on-going operations in Riverside and/or San Bernardino Counties and have **nonprofit status per above for at least three years**.
  - Previous grantees must be in good standing; all reporting requirements must be current.
  - **One-Year Responsive Grant Applicants**: Nonprofit organizations must have an operating budget of **less than \$1million**. This applies to fiscal sponsors also.
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### Grantmaking Objectives

- Provide funding that allows an organization to maximize resources and efficiency to build sustaining organizational impact administratively and programmatically.
- Enhance effective community impact through the development of strong, efficient, and sustainable nonprofits.
- Promote values of organizational responsibility and self-sufficiency.

### Funding Priorities

Organizations that:

- Demonstrate a commitment to building organizational capacity.
- Are located in Riverside County or San Bernardino County and serve primarily the residents of Riverside and/or San Bernardino Counties.
- Have a proven ability to carry out programs consistent with its mission and a history of successful overall operations, including financial viability.
- Collaborate or partner with other non-profit entities resulting in greater community impact and positive outcomes that improve, enhance, and enrich the quality of life in the two-county area.
- Demonstrate strong, community-based boards and sound financial practices.
- Have developed short and long-term strategies for addressing identified organizational needs based on board and staff assessments, strategic planning.
- Show potential for making a measurable difference in how the organization is governed, managed, financed, or operated in the future.
- Clearly demonstrates how a capacity building grant could have measurable impact on organizational and programmatic capacity.
- Are perceived as a high need based on organizational assessments.
- Enhance collaboration and/or make the delivery of services more effective and efficient.

### One-Year Responsive Grants

Grants are available to support efforts that enable an organization to effectively carry out its mission by strengthening organizational capacity, infrastructure, and sustainability. **The maximum request is \$10,000. Requests over \$10,000 will be disqualified. The maximum grant award is \$10,000.** The Board of Directors is not inclined to provide funding to the same agency for the same project request for more than one year. **The grant period is for one year, beginning September 1, 2020 and ending August 31, 2021.** Requests for extensions ***must be submitted in writing and approved by IECF.***

### Limitations

These types of expenses are not eligible for funding:

- retroactive funding for costs already incurred
- capital projects (construction of buildings)
- direct support of individuals
- research or development activities
- event sponsorships
- endowment, capital or annual fund appeals
- paying off deficits or existing obligations
- school/college-based extracurricular activities
- partisan activities
- re-granting purposes

### Application Review

Grants are awarded on a competitive basis. Applications will be screened for eligibility and completeness by Inland Empire Community Foundation (IECF) staff. The IECF Grant Committee will evaluate eligible applications and will forward grant recommendations to the IECF Board of Directors for final approval.

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### Notification of Results

All applicants will be notified of the results, in writing, three months after the submission deadline. Please *do not* contact IECF staff prior to this date.

### Technical Assistance Workshops

Please check our website.

### How to Apply

1. Please read the eligibility requirements carefully.
2. Go to <https://www.thecommunityfoundation.net/grants/grants/grant-schedule>\* and locate the link to the **Community Impact Fund Grant Application**. A login and password will be required and can be established at the beginning of the process. **Make sure to note your login and password** for future use.
3. Complete all required fields on the on-line form.
4. Be prepared to submit the following **REQUIRED** documents in **PDF** format in the on-line application process (other file types may be corrupted during export):
  - Your current 501(c) (3) final determination letter from the IRS
  - Project Budget Page (download the budget worksheet from the online application's "Attachments" page)
  - Board member listing and their affiliations
  - Board meeting minutes from the last two meetings
  - Your 2020 operating budget (Current calendar or fiscal year)
  - Your most recent year-end financial statements (audited, if possible)
  - Organization Strategic Plan **OR** Organizational Assessment (if available)

**\*Please Note:** Due to our organization's re-branding, the [www.thecommunityfoundation.net](http://www.thecommunityfoundation.net) website will be replaced by [www.iegives.org](http://www.iegives.org) by March 1, 2020. You will need to go to our new website to access grant documents, as needed, as they will be transferred over.

### Technical Assistance

A copy of the grant guidelines and portal guide are available within the grant application's menu bar. Please review these before proceeding with the application process. Workshops will be offered during the grant application period; dates, times, and locations are posted on our Grants Schedule page.

**Deadline: Applications must be completed and submitted by 5:00 pm Pacific Time on Wednesday, April 1, 2020.** All applications **MUST** be submitted via the on-line application process. Your application will be **inaccessible** after the date and time noted, so please email a copy to yourself (or a colleague) from within the online grant portal. **We will not accept mailed, faxed or emailed copies. Incomplete applications will be DISQUALIFIED.**

Questions? Please submit your questions at [grant-info@iegives.org](mailto:grant-info@iegives.org).

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