



REQUEST FOR PROPOSAL
CAPACITY BUILDING INITIATIVE
2020 - 2021

BACKGROUND

The Pallottine Foundation of Huntington was established with proceeds from the sale of St. Mary's Medical Center and continues the legacy established by the Pallottine Missionary Sisters of caring for the spiritual, emotional, and physical health of those in the region. We recognize that dedicated and committed nonprofit organizations work tirelessly, and often with scarce resources, to provide critical services to our community. Many times, nonprofits elect to spend these scarce resources on direct services to their clients and often forego much needed operational improvements to enhance and strengthen their internal operations and, as a result, their overall effectiveness.

Our Foundation has committed \$300,000 to the Capacity Building Initiative and will support projects that assist nonprofits to improve their organizational effectiveness and advance their missions.

GENERAL INFORMATION

Any eligible nonprofit organization (see below) that provides health-related services may apply for funding of \$2,500 to \$25,000 to support capacity building activities. The Foundation will pay funds in a lump sum at the start of the award period. Grantee organizations must expend the funds within one year and provide interim and final reporting on their grant-funded activities.

Capacity building activities include projects assisting organizations in planning, governance and leadership development, certain nonprogram internal operations, and technology improvements. We believe that capacity building grants are most successful when they are 1) focused on a single issue or closely-related ones (rather than several unrelated problems) that are critical to the success of the organization in achieving its mission, and 2) engage the staff, board, or other constituencies at a time when the organization is ready and needs to address capacity issues. This concept of "organizational readiness" for grant assistance will be important to us in making awards.

GRANT AWARD TIMELINE

Request for Proposals Issued	January 20, 2020
Proposal Submission Deadline	February 28, 2020
Funding Decision Announcements	April 1, 2020
Grant Agreements Executed and Funding Awarded	April 1 – April 30, 2020
Grant Performance Period	May 1, 2020 – April 30, 2021

A pre-recorded technical assistance webinar also will be posted on our website in the coming weeks.

APPLICATION PROCESS

Our deadline for application submission is 11:45 p.m. on February 28, 2020. No letter of inquiry is required. If your organization is interested and meets the initial eligibility requirements, you are invited to submit an application using our grant management system accessible from our website – www.pallottinehuntington.org. All applications must be submitted online; we will not consider applications received by any other method. For questions about using the grant management system, applicants may contact Janet Spry, Operations Manager, at 304-397-5955 or jyspry@pallottinehuntington.org.

ELIGIBLE ORGANIZATIONS

This funding opportunity is only available to organizations that provide services in the Foundation’s service area of 20 counties in Kentucky, Ohio, and West Virginia. An eligible organization does not have to be physically located in one of these counties, but it must provide services in one or more of the Foundation’s counties.

- Kentucky (Boyd, Carter, Floyd, Greenup, Johnson, Lawrence, Martin, and Pike)
- Ohio (Gallia, Lawrence, and Scioto)
- West Virginia (Boone, Cabell, Kanawha, Lincoln, Logan, Mason, Mingo, Western Putnam, and Wayne)

An eligible organization must have recognized federal tax status under Section 501(c)(3) and public charity status under either Section 509(a)(1) or 509(a)(2). Your organization must principally administer programs providing health-related services and have current operating expenses of \$2,000,000 or less. Eligible organizations must operate programs that are

compatible with the Mission, Vision, and Values of the Foundation. These grants are not available to other funders.

Organizations that have an open grant with the Foundation are eligible to apply for this funding opportunity. Additionally, organizations that previously applied for funding from the Foundation, but were not successful, are encouraged to apply again. These organizations may want to discuss their proposed project with the Foundation before applying again.

CAPACITY BUILDING ACTIVITIES

Capacity building grants are designed to strengthen the infrastructure, management, and governance of eligible organizations, as a whole, versus a single program. These grants are not about expanding an organization's services, adding a new program, or renovating a building. The idea of capacity building is that improved internal systems will support improved and continued high-quality services to clients. There are four types of capacity building that we will support.

- **Organizational Planning:** assessments; strategic planning; fund-raising assessment and development (not tied to capital campaigns); and program evaluations.
- **Board and Leadership Development:** board training, assessment, and development; assistance with executive transition; succession and search process; and leadership training for administrative teams.
- **Internal Operations:** improvement to financial management (including preparation for and completion of a first audit); human resource function or volunteer management development; facility planning; and improvements in billing policies and processes.
- **Technology Improvements:** information technology capacity through upgrades to hardware and software, networking, and websites; staff training to optimize use of technology; telephone systems; and independent consultation to assure system applicability (highly encouraged for these information technology grants).

A grant to a single organization can support more than one of these types.

PROJECT BUDGET

You may request funds at any level between \$2,500 and \$25,000. The maximum request from a single organization is \$25,000, regardless of whether it requests funding for one or multiple capacity building projects. In formulating your request, keep in mind that we anticipate that most awards will be less than \$25,000.

A budget template form with designated expense categories is not provided. However, in preparing your budget submission, keep in mind the following:

- List each expense individually

- Each expense line must include a narrative description that details why the expense is necessary for the project's success.
- Ensure the expenses listed total the overall budget requested.

The Foundation will not provide support for clinical supplies or equipment, sabbatical support, personal coaching expenses, vehicles, and major capital items. General operating expenditures, including an allocation for indirect costs and compensation for regular organizational staff are also excluded.

Types of expenditures likely to be included for approved projects are:

- Third-party contractor and consultant fees
- Conference and training costs such as registration fees, meals, accommodations, and travel
- Software (accounting systems, website development/ redevelopment, and communications are examples)
- Computers, telephone systems, servers, and similar equipment
- Minor modification of facilities necessary for approved equipment installation (limited to \$1,000)

GRANT PAYMENT

The Foundation will pay the approved award amount in lump sum as soon as possible after receipt of executed grant documents. All awards will be paid no later than April 30, 2020. Grantees must expend grant funds in accordance with approved grant budgets between May 1, 2020 and April 30, 2021.

REPORTING

Grantees will be required to submit the following reports:

- An interim narrative and financial report midway through the grant period.
- A final narrative and financial report at the conclusion of the grant period.

FOUNDATION CONTACT INFORMATION

For questions related to project ideas, please contact:

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Senior Program Officer
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Huntington, WV 25701
304-397-5955

lkboone@pallottinehuntington.org

For questions related to the webinar or the grants management system, please contact:

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