

# Applying for a Capacity Building Grant

Capacity Building improves nonprofit organizational effectiveness so that your agency can do its work more efficiently and effectively. It is NOT money for programs and direct services.

Step 1: Meet with the nonprofit's Board of Directors and staff members to identify one appropriate area of need. Examples:

- Strategic planning
- Organizational assessment
- Executive and/or Board training
- Improving financial systems
- Program evaluation
- Communications and marketing review
- Fundraising enhancement
- Technology assessment

Step 2: Carefully review the Ausherman Family Foundation and Capacity Building Grant Guidelines found at [www.aushermanfamilyfoundation.org](http://www.aushermanfamilyfoundation.org). A few highlights:

- Ensure that your organization and project mission match AFF funding priorities (children and young adults, cultural activities and experiences, safe and aesthetically pleasing environments and Christian missions).
- Maximum request amount is \$25,000.
- AFF only considers proposals from agencies in Frederick County, MD.
- There must be evidence that the grant will contribute to long-term organizational effectiveness rather than serving as a short-term, band-aid solution.
- There must be evidence that the organization has the capacity and willingness to implement the findings of the consultant.

Step 3: Include two copies of the following in a letter of inquiry by **January 29, 2010**:

- Completed cover sheet
- Letter of inquiry (3 pages or less—see website for details)
- Year to date financial statements with budget comparison
- Most recent audited financial statement
- Form 990
- Operating budget
- Organizational chart and strategic plan (if available)
- Minutes from last three board meetings

Step 4: Receive response from AFF by March 5, 2010. If selected, you will receive information about how to complete a full proposal. After a site visit and consultation, foundation staff will supply you with a list of consultants.

Step 5: You will be expected to complete a report and self-evaluation form at the end of the grant period.



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