2022 Capacity Building Grant Cycle 2

Ausherman Family Foundation

2020 Capacity Building Grant Application

Tip - Character limits in answer fields vary. REMINDER - Please do not feel obligated to meet the maximum character count.

Project Name*

Character Limit: 100

Statement of Grant Intent

This field is Read Only and cannot be edited. This is taken from your LOI. *If you need to make changes, please contact info@aushermanfamilyfoundation.org.*

Character Limit: 500

Project Description

This field is Read Only and cannot be edited. This is the summary of the intended use of the grant funds you completed on your LOI. *If you need to make changes, please contact info@aushermanfamilyfoundation.org.*

Character Limit: 10000

Amount Requested

This field is Read Only and cannot be edited. This was the amount you requested on your LOI. *If that amount has changed, please contact info@aushermanfamilyfoundation.org.*

Character Limit: 20

Original Amount Requested

To be completed by AFF staff.

Character Limit: 20

Area of Interest
Choices
Arts & Culture
Children, Youth, & Families
Health & Human Services
Public/Society Benefit

Did you know...
YOU CAN EASILY SAVE THIS
AS A PDF?

Click to learn how

Organizational Information

Strategic Plan

Upload your organization's strategic plan (if available).

File Size Limit: 2 MB

Audited or Reviewed Financials?*

Does your organization have its financials reviewed or audited by an outside agency?

Choices
Yes
No

Project Information

Use of Consultant(s)

Internal - Response copied from LOI.

Choices
Yes
No

Project Tasks and Timeline*

Discuss the key activities of the project, the timeline, and who will be involved. Explain why you and the board chose this approach and why you think it will be effective.

Character Limit: 10000

Anticipated Project Completion Date*

Character Limit: 10

Anticipated Results - Outputs and Outcomes

Use the area below to explain three to five specific outcomes to be achieved as a result of the project. *The outcomes should be concrete enough that you will know whether you have achieved them at the end of the grant period. (Example: "The board will be stronger" is not a meaningful outcome; it cannot be measured and does not have universal meaning. Rather a statement such as "The board will understand its role in fundraising" will be more useful.)* Concrete outcomes will help everyone involved—board, staff and consultant—to have a shared sense of what is to be achieved. The purpose of capacity building is to move the organization from the baseline condition to the desired outcome. At the end of the grant period you will evaluate your success at achieving the desired outcomes.

Output is the quantitative result. **Outcome** is the overall change derived from accomplished objectives and activities.

Project Outcome 1*

Explain the **baseline** (current condition you are seeking to change or problems you want to solve), **milestones** (intermediate steps to monitor progress), and **outcome** (specific way the organization will change).

Character Limit: 3000

Project Outcome 2*

Explain the **baseline** (current condition you are seeking to change or problems you want to solve), **milestones** (intermediate steps to monitor progress), and **outcome** (specific way the organization will change).

Character Limit: 3000

Project Outcome 3*

Explain the **baseline** (current condition you are seeking to change or problems you want to solve), **milestones** (intermediate steps to monitor progress), and **outcome** (specific way the organization will change).

Character Limit: 3000

Project Outcome 4

Explain the **baseline** (current condition you are seeking to change or problems you want to solve), **milestones** (intermediate steps to monitor progress), and **outcom**e (specific way the organization will change).

Character Limit: 3000

Project Outcome 5

Explain the **baseline** (current condition you are seeking to change or problems you want to solve), **milestones** (intermediate steps to monitor progress), and **outcome** (specific way the organization will change).

Character Limit: 3000

Leadership

Board President's Contact Information*

Provide the business contact information for the Board President including his or her name, office phone number, cell phone number (not required), email address, and job title.

Character Limit: 500

Organization Chart*

Upload the organizational chart. Include the number of employees, number of board members, and number of volunteers in the text field if that information is not included in the chart.

Character Limit: 500 | File Size Limit: 1 MB

Financials for All Organizations

Current Year's Budget*

Upload the current year's board approved income and expense budget.

File Size Limit: 2 MB

Current Year's Actual Income and Expense Statement*

Upload the year to date actual income and expense statement.

File Size Limit: 2 MB

Current Year's Balance Sheet*

Upload the current year's balance sheet to date.

File Size Limit: 2 MB

Future Estimated Budget, if available

Upload the estimated budget for the next fiscal year.

File Size Limit: 2 MB

Fiscal Year Start*

Note the starting date of your fiscal year.

Character Limit: 100

Fiscal Year End*

Note the last day of your fiscal year.

Character Limit: 250

Total Assets
Character Limit: 20

Total Revenue
Character Limit: 20

Total Liabilities
Character Limit: 20

Total Expenses
Character Limit: 20

Contributions Gifts and Grants
Character Limit: 20

Membership Dues
Character Limit: 20

Program Service Revenue
Character Limit: 20

Net Income from Special Events
Character Limit: 20

Other Revenue
Character Limit: 20

Other Revenue Description
Character Limit: 250

Payments to Affiliates
Character Limit: 20

Fundraising Expenses
Character Limit: 20

Program Expenses
Character Limit: 20

Administration Expenses
Character Limit: 20

Other Expense
Character Limit: 20

Other Expense Description
Character Limit: 1000

Net Assets End of Year
Character Limit: 20

List of Significant Donors
Upload or type a list of significant donations to your organization over the past 12 months. Include the donor's name and amount of the gift. Use the definition for significant donation adopted by your organization.

Character Limit: 500 | File Size Limit: 1 MB

Funding Sources (list)*
Character Limit: 10000

The Consultant(s)

Consultant Name*
Character Limit: 200

Consultant's Agency Name, if Applicable
Character Limit: 150

Consultant Selection Process*
Describe how you selected the consultant(s). Grant seekers should interview and **obtain quotes from at least three consultants** before making a selection. Check references and avoid hiring consultants with close personal or professional ties to board members or staff. AFF may request additional information about consultants if we are unfamiliar with their work.

Character Limit: 2500

Consultant Costs*
Enter the total amount which will be paid to the consultant. This amount should match the uploaded consultant budget below.

Character Limit: 20

Project Outcomes Agreement*
Upload a written statement - signed by the consultant and the executive director - indicating shared agreement on the project outcomes.

File Size Limit: 1 MB

The following items should be produced by the consultant your organization has selected.

Consultant's Project Budget*

The consultant's expected expenses and an agreed upon amount which will be charged to your organization.

File Size Limit: 1 MB

Consultant's Project Description*

Provide a narrative description of the project including:

- The division of labor between the consultant and key individuals in your organization

- A timeline of specific tasks, activities, and deliverables

You may either upload or type the narrative.

Character Limit: 3000 | File Size Limit: 1 MB

Statement of Qualifications & List of Recent Nonprofit Clients*

Upload a statement of the consultant's qualifications and a list of recent nonprofit clients.

File Size Limit: 1 MB

Financials for Organizations without Audited Financials

Past Year's Financials*

Please upload the most recent completed fiscal year's **Balance Sheet** and **Expense Statement**. *Please note the system will allow only one upload. Merge or scan these 2 documents into 1 document before uploading.*

File Size Limit: 2 MB

Financial Audit or Review

Audited Financial Statements*

Upload your organization's most recent audited report or review. *Please note: Capacity Building Grants will NOT cover the cost of an audit.*

File Size Limit: 3 MB

Feedback and Signature

AFF Application Process*

- How could we improve the application process?

- Approximately how many hours of staff time were spent completing the application? Please include time spent gathering documents and inputting information. Please *do not* include time spent planning the project or program.

Character Limit: 1500

*** We value your feedback. Please take a few minutes to anonymously review your experience with Ausherman Family Foundation at *www.GrantAdvisor.org.*

Name of Person Submitting Application*

Character Limit: 100

Email Address of Person Submitting Grant Request*

Character Limit: 254

Title of Person Submitting Application*

Character Limit: 150

Grant Method

Internal Staff Input - Select which grant method best fits the grant request from the drop down menu below.

Choices

Board and / or leadership development
Communications and Marketing
Executive transition, succession, and search process
Fundraising
Improve financial management systems
Organizational assessment
Program support and / or evaluation
Strategic planning
Technology

Staff Recommendations

Note recommendations and whether the grant should be matching.

Character Limit: 2500

Present at GCM

Character Limit: 10

Grants Committee Comments & Recommendations

Character Limit: 2500

Grants Committee Funding Amount Recommendation
Character Limit: 20

Charitable Finance Committee Review
Character Limit: 3000

Present at BOT
Character Limit: 10

Date of Site Visit
Character Limit: 10

Time of Site Visit
Character Limit: 50

Location of Site Visit
Character Limit: 250

Site Visit Trustee(s)
Character Limit: 200

Site Visit Notes
Character Limit: 3000

Staff Site Visit Notes
Character Limit: 5000

Revisit at BOT
Character Limit: 10