

# Capacity Building Funding 2018 DUE 9/21/18

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*Community Foundation of Greater Chattanooga*

## *Proposal Information*

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### **Project Name\***

*Character Limit: 100*

### **Amount Requested\***

Enter the amount of funding requested from the Community Foundation.

*Character Limit: 20*

### **Total Project Cost\***

Enter the total cost of the project.

*Character Limit: 20*

### **Mission Statement\***

What is the mission of your organization?

*Character Limit: 1000*

### **Root Causes/ Issues (10 points)\***

What issues(s) is your organization working to solve? What are the root causes of the issue(s)?

*Character Limit: 3000*

### **Community Served (5 points)\***

Describe the people you serve and list any characteristics important to note. This could include level of income, immigrant or refugee status, and levels of physical, mental or developmental capacities. How many do you serve annually?

*Character Limit: 3000*

### **Strategy Development (10 points)\***

How does your organization set strategy and who is engaged in this process?

*Character Limit: 3000*

### **Strategic Priorities (15 points)\***

Describe the 3-5 strategic priorities your organization will be working towards over the next 12 months. What strategies will you use to address those priorities? What is your anticipated timeline to implement those strategies?

*Character Limit: 5000*

**Project Purpose (10 points)\***

Explain the purpose of your project and how it will strengthen your organization's ability to meet its mission.

*Character Limit: 4000*

**Project Evaluation (10 points)\***

Describe your plan for evaluating the success of this project including the questions to be addressed and individuals involved in evaluation.

*Character Limit: 3000*

**Success (5 points)\***

What will success look like at the end of the project?

*Character Limit: 3000*

**Impact on Issue(s) (10 points)\***

How will the successful completion of your project impact the people you serve and/or the issue(s) you are working to address?

*Character Limit: 4000*

**Implementation Team (10 points)\***

Describe the qualifications and roles of the key individuals within the organization who will be involved in carrying out the plans outlined in this request.

*Character Limit: 3000*

**Collaborative Partners (5 points)\***

Describe key collaborative partners instrumental to meeting your organization's strategic goals/priorities.

*Character Limit: 3000*

## *Governance and Leadership*

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**Board Skills (5 points)\***

Describe the skills represented on your board

*Character Limit: 2000*

**Board Commitment (5 points)\***

How do board members show commitment to your organization and how are they engaged in the work?

*Character Limit: 2000*

## Additional Information

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Is there anything else that you think is important that we should know?

*Character Limit: 3000*

## Uploaded Documents

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### **Audit**

Please upload your organization's most recently completed audit.

*File Size Limit: 6 MB*

### **IRS Form 990\***

Please upload your organization's most recent IRS Form 990.

*File Size Limit: 6 MB*

### **Board List\***

Please upload a list of your current board of directors.

*File Size Limit: 2 MB*

### **Operating Budget\***

Please upload your board approved operating budget showing year-to-date budget vs. actual figures.

*File Size Limit: 3 MB*

### **Project Work Plan**

Please upload the completed project work plan that can be accessed here

*File Size Limit: 1 MB*

### **Project Budget Form\***

Please upload an itemized project budget form. The blank form can be accessed here.

*File Size Limit: 1 MB*

### **Strategic Plan/ Financial Forecast if available\***

Please upload a copy of your organization's current strategic plan and financial forecast, if available.

*File Size Limit: 2 MB*

### **Board/ Staff Demographics\***

Please upload the demographics of your organization's staff and board members. This can take whatever format is most convenient for you, but should include age-range, gender and race.

*File Size Limit: 1 MB*