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**Albany Guardian Society** • **KeyBank** • **The Community Foundation for the Greater Capital Region**  
**Pavonia Fund** • **Standish Family Fund** • **Linda G. Toohey Donor Advised Fund**  
**The Troy Savings Bank Charitable Foundation**

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## **2014 Greater Capital Region Capacity Building Mini-Grant Program**

In collaboration with several other local funders, the Community Foundation for the Greater Capital Region invites local nonprofit organizations to participate in the 2014 Greater Capital Region Capacity Building Mini-Grant Program. **By participating in at least three out of four course sessions detailed below, organizations will qualify for mini-grants of up to \$2,500 for capacity building initiatives.**

**Capacity building is defined as the activities that strengthen the infrastructure and operations of not-for-profit organizations, ultimately making them more effective, efficient, and better able to fulfill their mission.** Capacity building involves development of an organization's core capabilities such as staff and board leadership, financial management, fundraising, use of technology and evaluation processes. Capacity building is facilitated through technical assistance, organizational and leadership development, coaching, training, networking, strategic planning, and management consulting. **For more information on eligibility for capacity building funding and project examples, please see the list on the next page.**

### **Eligibility for Course Participation:**

- Together, the organization's executive director and one board member must attend three of the four course sessions listed below.
- Capacity Building Mini-Grant Program courses will be led by the New York Council on Nonprofits. **Sessions will take place at Sisters of St. Joseph of Carondelet in Latham, NY, from 9:00 a.m. to noon, on the following dates:**
  - **April 11 – Duties and Responsibilities of a Board of Directors**
  - **May 9 – Overseeing and Managing Board-Executive Relations**
  - **June 13 – Strategic Governance, Strategic Development: Moving from Mission to Execution**
  - **July 18 – Recruiting, Developing and Retaining a Motivated and High-Performing Board**
- Applicants must represent a 501(c)3 tax-exempt organization that is located in, or provides a substantial service to residents/visitors of Albany, Rensselaer, Saratoga, Schenectady, Schoharie, Columbia, Greene, Montgomery, Fulton, Warren and Washington counties.
- Applicant has an annual organizational budget of less than \$5 million.

**To register, visit [www.tinyurl.com/Capacity2014](http://www.tinyurl.com/Capacity2014)**

***To register, you will need the following information:***

- The names, organizations, email addresses and daytime phone numbers for the board members who will be joining you;
- Your organization's Employer Identification Number (EIN);
- The number of employees at your organization;
- Your organization's annual budget amount.

### **For More Information, Contact:**

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#### **Eligibility and Details for Capacity-Building Funding:**

Grant funding for this initiative is limited. Applications for capacity-building initiatives will be due to the Community Foundation by September 1, 2014. Grants will be awarded competitively to qualifying nonprofits with approved project activities.

- Preference will be given to organizations whose executive director and one board member both attend three or more of the capacity-building course sessions together.
- 70% of grant funds will be given in Albany, Rensselaer, Saratoga, Schenectady counties; 30% will be given in Schoharie, Columbia, Greene, Montgomery, Fulton, Warren and Washington counties.
- Grant awards will be announced by December 2014. Grant funds must be expended by December 31, 2015.
- Priority will be given to those projects that demonstrate one or more of the following:
  - Completed application received by the Community Foundation by the September 1<sup>st</sup> deadline;
  - Applicant has an annual organizational budget of less than \$5 million;
  - The capacity-building benefits of the project to the organization are clearly articulated, measurable and need is well-demonstrated;
  - Applicant's board and management is committed to maximizing the benefits of the assistance;
  - Requested service or project would not likely occur as proposed if grant was not secured;
  - Applicant organization financially participates in the proposed project (if it has the capacity to do so).
- Projects must improve the governance, management and program service capacity of the applicant. Examples of types of eligible projects include, but are not limited to, the following:
  - Board development/training/retention;
  - Strategic planning;
  - Financial management (fiscal policy development, internal control review, software conversion, etc.);
  - Legal assistance including incorporation/application for tax-exemption, bylaw development review, personnel policy development/review, contract reviews, merger, consolidation plan development, etc.;
  - Organizational assessment - evaluation of nonprofit's current condition (mission, governance, human resources, finances, etc.);
  - Employee compensation analysis;
  - Personnel evaluation, including evaluation of Executive Director or other leadership;
  - Program evaluation;
  - Merger/consolidation/strategic alliance exploration and/or facilitation;
  - Employee team-building;
  - Fund development planning/software purchase;
  - Marketing plan development;
  - Entrepreneurial venture planning and development.

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