



Application Cover Sheet

Nonprofit Organizational Capacity Building Program

Arlington's Nonprofit Organization Capacity Building Program offers a unique opportunity for Executive Directors and Board Members of local nonprofits to engage in a professionally tailored program designed to develop their capacity during tough economic times. Arlington County, in partnership with Richard P. Brewster of Nonprofit Leadership, will work with each selected nonprofit to identify the main areas of its capacity in which it could best use assistance. This assessment will include the use of the Core Capacity Assessment Tool [CCAT.] to identify the strengths and weaknesses in the nonprofit's capacity overall. Once its critical capacity needs have been identified, we will work with the nonprofit over the next 12 months to address them and enhance its sustainability and impact. The organization must clearly state in the application their ability to actively participate in order to maximize results of the Organizational Capacity Building Program.

General Information

Date Submitted _____

Organization _____

Organization's Address _____

Organization's Mission Statement _____

Organization's Web site _____

Year Organization Founded _____

Person Responsible for Ensuring Success of Grant, if awarded _____

Submitted by _____

Relationship to Organization _____

Address (if different than above) _____

Contact Person _____

Title _____

Phone Number _____

E-mail _____

Alternate Contact _____

Title _____

Phone Number _____

E-mail _____

I understand that if selected for this Capacity Building Program, a senior representative from my organization will be able to attend the kick-off meeting scheduled for Tuesday, September 29, 2009 from 10:00 AM – 11:30 AM at the office of Arlington Economic Development, 1100 North Glebe Road, Suite 1500 Arlington, VA 22201.

DEADLINE for applications is Thursday, September 3, 2009 by COB.



Arlington Nonprofit Assistance Network

Application

Statement of Need

- A. What do you think your nonprofit needs help with in building its capacity and why?
- B. What community does your organization serve and how do you think participating in this program will impact the people you serve?
- C. Describe your nonprofit organization as it is now, especially its board, financial management, funding sources, strategic planning, staff and volunteer management, fundraising, real estate and other physical assets and its use of technology.
- D. Has your organization participated in capacity-building efforts in the past? If so, were you able to identify key areas of improvement? If not, what would you like to gain from the capacity building program?

Implementation Plan

- A. Who will be the point of contact in your organization to ensure success?
- B. A key component of the program is to have key stakeholders (Executive Director, Board Members, Staff, Volunteers etc.) actively engaged in the CCAT assessment tool [<http://www.tcccat.com/abouttccgroup.html>] upon being selected for coaching. How will you ensure that the key stakeholders will have the ability to participate?
- C. Define who in the organization will implement changes in the organization based on the results of the organizational assessment?

Evaluation Plan

- A. How will your nonprofit evaluate the results of this capacity-building effort?

Supporting Documents

Please submit seven (7) copies of each of the relevant documents in support of this grant application:

- Application Cover Sheet (See first page.)

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- Provide a current annual operating budget for your organization and your most recent independent financial audit. (If your organization does not have an independent audit report, provide a current financial statement.)
- IRS Tax Exempt Letter
- Articles of Incorporation
- Bylaws
- List of Current Board Members/Affiliations
- List of All Partnerships, Grants, Major Funders, and any additional resources important to sustaining the organization.
- Letter from Board Chair Acknowledging application and a commitment to full engagement for this capacity building program for this assessment

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