



NextGen Leaders in Philanthropy

OAK PARK-RIVER FOREST COMMUNITY FOUNDATION

CAPACITY BUILDING GRANT 2020

Call for Submissions

Let us help you! NextGen Leaders in Philanthropy awards capacity building grants of up to \$2,000 to support the work of small, local non-profit organizations.

What is the definition of capacity building and development?

To us, capacity building means developing further knowledge, skills, capabilities, etc., to increase effectiveness or support sustainability in an organization. Therefore, the desired outcome of this grant will mean your organization has measurable increased knowledge, skills or capabilities.

Examples of capacity building include:

- ✓ Attending a conference, participating in a class/training, working toward a certification
- ✓ Purchase of software or equipment & relevant training
- ✓ Hiring an expert consultant
- × Capacity building does not include salary or programming

Eligibility:

- Organization must be a 501c3 non-profit and/or individuals/teams who align with a 501c3 organization.
- Organization budget must be under \$1,000,000.
- Organization/project must serve Oak Park, River Forest, and/or Forest Park communities.
- Applicants may not win two consecutive years but can win multiple times.

Funding Parameters & Criteria:

- Grants of up to \$2,000 will be awarded for professional development and capacity building.
- You must be able to articulate how this grant for capacity building will improve and enhance the impact of your social/arts/cultural program or project in our community.
- Staff who will directly participate in the professional development training and directly carry out programs are encouraged to apply and/or appear in the video.

Selection Timeline:

- March 16 - May 1, 2020: Video submissions accepted
- May 4 - June 8, 2020: Video submissions reviewed by NextGen grant committee; follow-up as needed
- June 22, 2020: Awards announced

Phase 1: Video Submission (May 1, 2020)

Video Guidelines and Requirements:

- In a video less than four minutes address the points below. Any video longer than four minutes will not be scored.
 - ✓ Name and purpose of your organization.
 - ✓ Name and position title of the contact person submitting the grant.
 - ✓ Tell us about what your organization already does to impact the community.
 - ✓ How and when would you implement this award? What would you invest in to build capacity? How will your organization demonstrate success in utilizing the grant?
 - ✓ Why do you need this capacity building? Explain how this grant will enhance your work.
- When naming your file, use this standard: *Individual Name_Org name*
- Submission can be accompanied by a one-page project budget that should answer the following:
 - ✓ What is your project budget?
 - ✓ Who will be in charge of overseeing the use of grant funds?
- Share your video (extension .mp4 or .avi) and project budget (pdf or docx) via Dropbox, google or zip file to donorservices@oprfcf.org. **Be sure to write a short email message explaining your video submission and include your contact information.**

Phase 2: Initial Review & Follow-up

Criteria used to evaluate submissions.

1. States the purpose of the organization
2. Explains how the grant will be used
3. Demonstrates the project's impact on the community that they serve
4. Shows how the increased capacity will enhance operations
5. Has a strong plan for implementation (budget, timeline, team in place)
6. Demonstrates how capacity will be sustained

Phase 3: Final Selection

Award winners will be announced by June 22, 2020

NextGen Video Submission DOs & DON'Ts

DO...

- Prepare a script or outline.
- Say your name and the organization/program you represent clearly and repeat it at the end.
- Rehearse before filming a few times. Practice makes perfect!
- Do a few takes before deciding which version you like best.
- **Create content that you can use for other purposes!** Think about ways you could use portions of your video to promote your organization, e.g., share on social media or send to other funders or donors.

DON'T...

- Say filler words like "uh", "um", "like", etc.
- Hire an actor to portray yourself.
- Hire a professional crew to record your video.

Questions? Contact:

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