



NextGen Leaders in Philanthropy

OAK PARK-RIVER FOREST COMMUNITY FOUNDATION

CAPACITY-BUILDING GRANT 2019

Call for Submissions

*Does your organization make a difference in our community?
Wish you had funds for professional development?
Not enough money in your budget for software or equipment upgrades?*

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 and 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

Eligibility:

- Organization must be a 501c3 non-profit and/or individuals/teams who align with a 501c3 organization, such as volunteer leaders.
- Organization budget must be under \$1,000,000.
- Organization/project must serve Oak Park, River Forest, and/or Forest Park communities.

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:



NextGen Leaders in Philanthropy

OAK PARK-RIVER FOREST COMMUNITY FOUNDATION

CAPACITY-BUILDING GRANT 2019

- March 15 to April 30: Video submissions accepted
- May 1 to June 15: video submissions reviewed by NextGen grant committee; follow-up as needed
- June 20, 2019: Award(s) announced

Phase 1: Video Submission (Due 04/30/19)

Video Guidelines and Requirements:

- In a short, 2- to 4-minute video that you can record with your webcam, video camera, and/or smartphone camera, address the points below. (For *Do's & Don'ts*, check out page 3)
 - ✓ 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 the quality of your work.
 - ✓ Who will be in charge of overseeing the use of grant funds?
 - ✓ What is your project budget?
- When naming your file, use this standard: *Individual Name_Org name*
- Share your video (extension .mp4 or .ai) via Dropbox, google or zip file to donorservices@oprpcf.org. **Be sure to write a short email message explaining your video submission and include your contact information.**

Phase 2: Initial Review & Follow-up

The NextGen Leaders will review and have lively discussion about submissions.

Here's the criteria we'll be using to evaluate submissions.

1. Explains how the grant will be used
2. Demonstrates the project's impact on the community that they serve
3. Makes a good case for need for this particular capacity building project
4. Has a strong plan for implementation
 - Has a reasonable budget
 - Has a reasonable timeline
 - Has a team in place



NextGen Leaders in Philanthropy

OAK PARK-RIVER FOREST COMMUNITY FOUNDATION

CAPACITY-BUILDING GRANT 2019

- Demonstrates how capacity will be sustained

Follow-up will be conducted on an as-needed basis in May 16-24. If we have any questions regarding your submission, we will contact applicants accordingly.

Phase 3: Final Selection

Award winners will be announced in June 20, 2019.

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 of the video.
- 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:

Rhea Yap, Director of Fund & Donor Development
Oak Park – River Forest Community Foundation
1049 Lake Street, Suite 204, Oak Park, IL 60301

ryap@oprfcf.org | 708-848-1560

www.oprfcf.org/next-gen | [facebook.com/OPRFnextgen](https://www.facebook.com/OPRFnextgen)