2019 CBO Capacity Building Program
Lancaster County Community Foundation

Eligibility Questions

You're applying for the CBO Capacity Building program CBOs will engage in a 7-month workshop series facilitated by local and national experts. The series begins with a self-assessment to help view the CBO's practices through the lens of equity and social change. The cohort experience is designed to gain a shared language and concepts to understand diversity, equity and inclusion in thought provoking ways. Get ready to spark insight and innovation while addressing organizational culture and systems, and more.

The cohort experience also includes grants to support capacity building work designed to help organizations fulfill their mission. Community benefit organizations (CBOs) are encouraged to utilize services offered by professional consultants.

You're applying for the 2019 CBO Capacity Building grant, which supports projects building upon an organization's capacity to fulfill its mission.

Community benefit organizations are encouraged to utilize services offered by professional consultants.

Is your organization categorized as 501(c)(3) by the IRS?*
Choices
Yes
No

Has your organization completed an independent audit or financial review within the last 12 months?*
Choices
Yes
No

Is your organization registered with the PA Bureau of Charitable Organizations (or exempt)?*
Choices
Yes
No
Exempt

PA Bureau of Charitable Organizations Registration Number
Character Limit: 6

Expiration Date
Character Limit: 10

Reason for exemption or non-registration
Character Limit: 250

Is your organization current on paying its payroll taxes?*
Choices
Yes
No

If you answered "No" to any of the questions above, please stop here because your organization does not meet the eligibility requirements. Otherwise, continue to the next section. If you have any questions, please contact the Program team at 397-1629.

Organizational Profile
Mission Statement*
Character Limit: 500

Does your organization have a conflict of interest policy?*
Choices
Yes
No

Project Information
Project Name*
Character Limit: 100

Summary of Project*
Character Limit: 500

Application Questions
VISION*
How will this project idea contribute to a stronger, sustainable organization?

Character Limit: 2000

NEED*
Why is your project needed?

Character Limit: 2000

IMPLEMENTATION PLAN*
Describe the processes you will use to implement your project.

Questions to consider:

1. Who are the people involved in the process?
2. Describe how you'll be using the grant funds.
3. Provide an outline of the anticipated budget.

Character Limit: 2000

READINESS*
Describe how your organization is open to holding conversations around diversity, equity and inclusion.

Character Limit: 2000

CONSULTANT INFORMATION
If your project includes hiring a consultant, describe the desired qualifications and skill sets. Please share your short list of names/firms, if you have it. Also, tell us about your process in selecting a consultant.

Character Limit: 2000

TIMELINE AND SPECIFIC MILESTONES*
Please outline your expected timeline with milestones.
For example;
January 2020 - board and consultant ABC will gather for initial brainstorming session (we hope to identify & prioritize our strategic visioning)

Character Limit: 1500

PROJECT RESULTS*
What results are you looking to achieve, and how will you measure these results?

Character Limit: 2000

Please provide any additional information or comments:
Character Limit: 750

Required Attachments
Completed applications include the following attachments. Please note that if you do not have access to a scanner, you can use the "Fax to File" tool on the left menu. This tool will convert a fax to a PDF document.

Board of directors roster*
Upload a current fiscal year board roster that contains at minimum the name and occupation of each member.

File Size Limit: 3 MB

Independent Audit or Financial Review*
Please upload your entire **audited or reviewed** financial statement, completed by in independent CPA firm, that was completed within 12 months of this application's due date. Please note that a compilation or an IRS Form 990 does not satisfy this requirement.

File Size Limit: 20 MB

Organizational Budget Overview - Current Fiscal Year*
Please upload an organizational budget that contains at least a simple breakdown of expected revenues and expenses.

File Size Limit: 3 MB

Electronic Signature
Are you interested in receiving feedback from Community Foundation staff prior to volunteer review?*
This option is only available for applications submitted two weeks or more before the final deadline.

Choices
Yes, it's more than two weeks from the deadline and I would like staff feedback.
No, this is my final submission.

Note to applicants seeking staff feedback:

Community Foundation staff will review and provide feedback on draft applications submitted through this system by July 3, 2019. Application drafts save but not submitted will <u>NOT</u> be considered for feedback.

On or before July 10, 2019, we'll return your application to "draft" status. You can make any revisions and then re-submit by the final deadline, July 17, 2019.

Signature*
Character Limit: 100

Date*
Character Limit: 10