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| **2018 Capacity Building Grant Proposal Instructions**  |
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# Instructions for completing THE

# Capacity building grant proposal

Refer to the Impact and Capacity Grants Initiative RFP before you begin preparing your proposal document.

**Proposal Requirements**

Proposals are submitted using KHF’s online proposal system. To be considered, submissions must include:

1. Cover Page (Completed online)
2. Proposal Narrative (Word document attached/uploaded to online proposal)
3. Budget Templates (Templates attached/uploaded to online proposal)
4. Organization Financials/Other Required Attachments (Attached/uploaded to online proposal)
5. **Cover Page** (Completed online)

The cover page is completed online and requires the following information:

* Organization information (name, address, phone, email, etc.)
* Organization Tax Status
* Contact information
	+ Primary contact (individual authorized to sign agreements)
	+ Plan director (individual serving as the contact for the proposed grant-funded activities)
* Geographical region to be served with requested funding
* Capacity building area(s)
* Proposed grant title
* Proposed funding period (maximum is 24 months)
* Requested funding amount (maximum is $25,000)
* Brief narrative proposal overview
1. **Proposal Narrative** (Word document attached/uploaded to online proposal)

The proposal narrative is limited to five, single-spaced pages and must be developed using 12-point Times New Roman font and one-inch margins.

Provide a description of the work to be funded through this grant. This narrative provides reviewers with a broad overview of the organization and the funded work. Please include the following sections and information within the proposal narrative:

1. Proposal Contact Person
	1. Name of person completing the proposal
	2. Relationship to applying organization
	3. Email
	4. Phone Number
2. Applicant Experience
	1. Describe applicant organization’s mission.
	2. Describe how applicant’s organizational mission aligns with KHF’s mission.
	3. Describe applicant organization’s leadership capacity, e.g.,
		1. Describe the role of the board of directors and the current board’s level of engagement.
		2. Provide length of service of Executive Director/Manager in their current role and his/her past experience in leadership positions.
	4. Identify the key personnel who would direct/oversee the funded activities and describe their qualifications and relevant experience.
	5. Describe the applicant organization’s current financial position.
		1. Based on the applicant organization’s most current *balance sheet/statement of financial position*, please calculate the current ratio by using the formula below. Please note - the current ratio calculation is not the sole determining factor for funding decisions.

 Current Ratio =\_\_\_\_\_\_\_\_

*Current Assets\_ =* ***Current Ratio***

*Current Liabilities*

*Current Assets = Items that generally will be turned into cash, sold, or consumed within one year.*

* *Cash, cash equivalents, short-term receivables, inventories, pre-paid expense.*

*Current Liabilities = Obligations that will usually be repaid within one year.*

* *Accounts payable, accrued expenses, payroll liabilities, deferred revenue, refundable advances, line of credit or current portion of loan.*
1. Vision for Capacity Building

Describe how the grant funding would help develop stronger organizational capacity to make progress toward applicant organization’s vision/mission.

1. Proposed Plan and Timeline

Please describe the work to be funded. Please include past experiences and results, if any, with similar efforts. This section holds the greatest weight for the proposal. Ensure adequate detail is provided to allow reviewers to clearly understand the proposed work.

1. Proposed Objective(s)
	1. Using the table below, please state up to two SMART objective(s) describing what will be achieved with this funding during the funding term. Proposal objective(s) should reflect what the applicant organization expects to achieve and will be able to measure and report at the end of the grant term. When developing objectives, consider:
2. What will be different because of this organizational capacity building effort? (i.e. measurable changes in the organization, staff, system, etc.)
3. How will we know this organizational capacity building effort was successful?

Use the examples below to generate ideas for your own proposal objectives. Please make sure to include how the objective will be measured, and when you expect the objective to be achieved.

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| Example Network Building/Collaboration Objectives | Measure | Timeline |
| By December 31, 2018, 80% of Example A organization’s key stakeholders across food, farm, health, and economic development agencies who attend regular meetings will indicate they are more likely to reach out to their external partners in efforts to coordinate and address healthy farm and food policy planning and implementation. | Survey of stakeholders | Year 1 |
| By June 30, 2018, 75% of legislators participating in the Example B organization’s “Kansas Farms and Food” convenings will indicate they feel more knowledgeable about healthy farm and food issues affecting the state. | Survey of participating legislators | Year 1 |
| By July 30, 2019, Example C organization will expand the number of new members of the network working on this issue by 25%, especially targeting universities and hospitals. | Documentation of active network membership | Year 2 |
| Example Staff Capacity Objective | **Measure** | **Timeline** |
| By April 30, 2019, Example D organization will use this grant to increase their capacity to serve 100 more individuals in core services. | Documentation of number served | Year 2 |
| Example Community Organizing Objective | **Measure** | **Timeline** |
| By September 30, 2019, Example E organization will increase public involvement in their issue by 20%, as measured by new individuals signing up to receive additional information/education/services. | Documentation of information distribution lists | Year 2 |
| Example Evaluation/Data Systems Objective | **Measure** | **Timeline** |
| By June 30, 2018, 90% of Example F organization staff will report that the data measurement system implemented through this grant has helped them be more knowledgeable/efficient/effective. | Survey of staff | Year 1 |

**When stating your objectives please use this table:**

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| --- | --- | --- | --- |
| Proposal Objective(s) | Measure | KHF Impact Area | Timeline |
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1. **Budget Templates** (Templates available on the Impact and Capacity Grants Initiative Website)
2. Proposal Budget and Narrative (Attach/upload to online proposal)
* Ensure all necessary project costs are identified in the budget narrative.
* Complete the budget narrative to support the budget table by providing a description and justification for *each category*. Describe how you arrived at your total for each category.
1. Overall Project Revenue Table (Attach/upload to online proposal)
	* To be completed *only* if other revenue sources support this project in addition to the funds being requested from KHF.
	* Please note – this is not a request for the applicant’s organizational budget.
2. **Organization Financials/Other Required Attachments** (Attach/upload to online proposal)
3. Non-profit organization applicant
* Board of Directors listing
* IRS Form 990 – most recent
* Balance sheet/statement of financial position – most recent
* Audit – most recent (if available)
1. Government entity applicant
* Audit – most recent (if available)
1. Church applicant
	* Group ruling letter