

2027 Capacity Building Grants Guidelines



MISSION STATEMENT

The Putnam County Community Foundation (PCCF) partners with those who give to enrich the quality of life and strengthen community for this and future generations.

PROGRAM OVERVIEW

The PCCF Board of Directors guides the organization's grantmaking priorities and strategies to ensure grant funds can leverage the greatest good. Their guidance informs the work of the Capacity Building Grants program, a program which provides financial support to strengthen organizations' effectiveness, internal operations, infrastructure, management, and governance. We believe that when capacity building is successful, it strengthens and improves an organization's ability to achieve its mission, sustain itself over time, and have a quantifiable impact on the community in which it serves.

A committee reviews grant applications from eligible organizations on a rolling basis each calendar year. Applications are accepted and evaluated on a first-come, first-served basis until designated funds available are gone.

ELIGIBILITY

Applications will be accepted from nonprofit organizations serving Putnam County. These organizations must be a tax-exempt organization in good standing whose purposes are described in Section 501(c)3 of the Internal Revenue Code.

Organizations are eligible for up to two capacity building grants, totaling up to \$10,000, per calendar year. Organizations which have received grant funding in the past must be in good standing with all PCCF reporting requirements to be eligible to submit a new request. Applicants are encouraged to reach out to PCCF staff to ask questions or seek guidance if needed.

GRANT GUIDELINES

Requests for the Capacity Building Grants Program must fall into one of the following buckets and must address an internal administrative, structural, or systemic need:

1. Professional Development Capacity: workshops, executive coaching, webinars, conferences, training, certification, etc.
2. Planning and Evaluation Capacity: strategic planning, development planning, board retreats, organizational assessments, feasibility studies, etc.
3. Functional Capacity: technology upgrades, financial management, revenue diversification strategies, fundraising infrastructure, etc.

Requests will not be awarded for retroactive funding.

GRANT DISBURSEMENTS AND EVALUATIONS

Organizations selected to receive grant funding will receive notification within 30 days of the completed application and will be required to complete the following:

- Submit a signed grant agreement that acknowledges they accept the conditions of the grant before the funds are issued.
- Spend the grant dollars within 12 months of the award date.
- Submit a grant evaluation report at the due date or at project completion, whichever comes first.