2027 Capacity Building Grant Application

Putnam County Community Foundation

Capacity Building Grants Guidelines

PROGRAM OVERVIEW
The Putnam County Community Foundation (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.

Applicants must be a 501(c)3, serving residents of Putnam County, Indiana.

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 are gone.

Guidelines for this program can be found here.

Organization Overview

Each text area is limited in the number of characters which may be used.

Examples-
1,500 Characters is roughly 250 words or 1/2 a page of text.
3,000 characters is about 575 words or 1 page of text.

Organization Overview*

Please provide an overview of the organization that includes:
1. Organization's mission,
2. Number of Putnam County residents served each year and any other relevant demographic information, and
3. How the organization strengthens Putnam County.

Character Limit: 1500

Key Staff and Volunteers*

Describe how the expertise and capacity of your staff and volunteers enables your organization to carry our your mission. What role does your board play?

Character Limit: 1500

Collaboration*

Do you collaborate with other organizations? If so, which ones and how?

Character Limit: 1000

Request Overview

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.

Category*

Which one of the three buckets does your request fall in to?

Choices

1. Professional Development Capacity
2. Planning and Evaluation Capacity
3. Functional Capacity

Request Title*

Give your request a title or name. For example, if you are requesting funding for a workshop, provide the name of the workshop.

Character Limit: 100

Total Cost of the Request*

Character Limit: 20

Amount Requested from PCCF*

Organizations are eligible for up to two capacity building grants, totaling up to $10,000, per calendar year.

Character Limit: 20

Request Description*
Provide important details regarding your request.
Example: If you are requesting funding to use for a Strategic Plan, provide the name of the consultant, the timeline, the process, plus any other pertinent information.

Character Limit: 1500

Capacity Improvement*
Describe how this request will strengthen and improve the organization's ability to achieve its mission, sustain itself over time, and have a quantifiable impact on the community in which it serves.

Character Limit: 1000

Attachments/Uploads

IRS Letter of Determination*
Applicants must be a 501(c)3 organization to apply to the Capacity Building Grants Program. Upload your organization's IRS Letter of Determination.

File Size Limit: 5 MB

Financials*
Upload your organization's most recent balance sheet listing all assets and liabilities.

File Size Limit: 5 MB

Additional Upload
Upload any additional documents that may support your request.

File Size Limit: 5 MB

Staff Uploads

Previous Grants from Unrestricted Fund - Past 5 years
Character Limit: 500

Service Area
Choices
Cloverdale
Greencastle
North Putnam
South Putnam
Putnam County
Other

Program Area Organization Serves

Choices

Animal Welfare
Arts and Culture
Civic and Community
Economic Development
Education
Environment
Health
Human Services
Recreation
Youth Leadership

Request Description

Character Limit: 1000

Staff Upload

File Size Limit: 5 MB