



Application Guidelines for Building Excellence Development Capacity Building Grants – Phase III

Funding Priorities

Building Excellence Development Capacity Building Grants are designed to help nonprofit organizations substantially build their development operations. Priorities will be given to organizations in Hampton Roads that exhibit some degree of development capacity as evidenced by the scope of the organization's annual campaign activities. Priority also will be given to organizations exhibiting financial strength and program reach. This grant will take considerable effort on the part of the organization's staff and board. Nonprofits should consider the investment this process will take prior to making an application.

Two grantees will be selected to receive technical assistance services beginning in 2020. Grantees selected for this 42-month program will be offered services from a development consultant designed to assess and build needed capacity in:

- mission (defining, clarifying)
- case statement development guidance (for major gifts, capital and/or endowment campaigns)
- communications and marketing as a support for fundraising
- fundraising (annual campaigns, major gifts, planned giving)
- recordkeeping and database management
- board involvement in fundraising
- executive director's role in fundraising
- development staff

Technical assistance will include the following components:

1. Presentation to organization's full board of directors describing the intent of the program, the technical assistance process, the roles and responsibilities of the Hampton Roads Community Foundation, the consultant, the grantee's board of directors and the grantee's staff.
2. Technical assistance focusing on functional areas outlined above (during months 1-12)
3. Grantee creation of a development plan which the grantee will present to Hampton Roads Community Foundation. Technical assistance and a professional writer will be available from the consultant for this component. (during months 13-18)
4. Grantee updates to the Foundation describing their level of success with plan implementation to date (during months 18, 36, and 42)
5. Scheduled meetings with the consultant starting immediately upon award of the grant. (months 1-42)

Prior to the awarding of a grant, potential grantees must agree to participate in all of the components described above and to track and report to the Foundation on a series of measures for three years following the completion of the development plan.

Eligible Organizations

Applicants for this grant program must be a 501(c)(3) publicly-supported charity. Applicants must show relevant work in one of the Hampton Road Community Foundation's grant or initiative priority areas (listed on the Foundation's website at www.hamptonroadscf.org).

Limitations: The following are not eligible to receive funding under this grant program

- Organizations not tax-exempt under section 501(c)(3) of the Internal Revenue Code
- Organizations that do not provide benefits and services to residents of South Hampton Roads, (i.e., the cities of Norfolk, Portsmouth, Virginia Beach, Chesapeake, Suffolk, Franklin and Isle of Wight County) and the Eastern Shore
- Individuals
- Political, fraternal or religious* organizations
**Organizations that require religious participation by those receiving services*
- National or international organizations
- Hospitals and similar health-care facilities
- Projects normally the responsibility of government
- Private primary or secondary schools or academies other than those whose primary purpose is for students with special needs

How to Apply

All applicants must contact Linda Rice, Vice President for Grantmaking or Kay Stine, Vice President for Development prior to beginning the application process. Both can be reached at 622-7951. Applications will be completed online. The application deadline is **5 p.m. on Friday, January 10, 2020.**

Frequently Asked Questions

Does the Foundation stipulate the use of a particular consultant?

Yes, the Hampton Roads Community Foundation has contracted with a consultant to provide a specific scope of services to grantees. These services include an assessment of each grantee's development capacity, the development and implementation of a work plan to improve specific identified areas and assistance with the creation of an organizational development plan. Working with the grantee, the consultant will establish benchmarks and outcome measures to determine the effectiveness of the technical assistance effort.

Will applying for Building Excellence Development Capacity Building Grants affect other grant requests?

Applying for this grant program generally will have no bearing on an organization's grant request through the Foundation's regular Community Grant program. However, failure to complete grant reporting requirements for the BUILDING EXCELLENCE program will make an organization ineligible to submit proposals under the regular competitive proposal process.

When will I hear whether my organization has been selected?

We expect to make a final decision by February 10, 2020.

