What is the purpose of the Capacity Building Partnerships Program?
The purpose of Triangle Community Foundation's Capacity Building Partnerships Program is to strategically invest in the effectiveness of organizations in one of the Foundation's Support for People focus areas: Community Development or Youth Literacy.

My organization doesn't provide programs that fit in the Support for People focus areas. Can we still apply for assessment or capacity building support?
No, if your organization does not address the priorities of the Youth Literacy or Community Development focus areas, you may not apply for the Capacity Building Partnerships Phase I or Phase II funding at this time.

My organization is located outside of Triangle Community Foundation's four county service area, but serves a large number of local residents. Can we still apply?
All proposals demonstrating promise of contributing to the welfare of the residents of the Triangle will be given careful consideration by committee members. Your service area should be clearly stated in your application. Please indicate on the application approximately how many Triangle residents are served annually and what percentage that represents of your overall clientele.

I'm a part of a large organization that has several branches/offices. Can we apply for an assessment of one particular branch?
Yes, you are eligible to apply. However the application and assessment should reflect the role that the larger organization plays the daily operations of the individual branch. For more information about the components to be included in the assessment, please review Phase I guidelines at:
http://www.trianglecf.org/grants_support/phase_I_assessment_grants/.

Phase I: Assessment Grants

What is an organizational assessment?
An assessment is a diagnostic tool to help an organization see all aspects of its operations more clearly. An assessment can help identify organizational strengths and weaknesses and reveal if a larger capacity building effort is currently needed.

What consultant or assessment tool are grantees required to use for the assessment process?
The Foundation recognizes that organizations may have established relationships with providers and different work styles. Organizations are free to work with the consultant of their choice. Organizations are asked to assess in the areas listed below.

What are the Areas of Assessment?
The Foundation requires that assessments incorporate a review of the following areas:
- Mission, Vision, and Strategy
- Governance and Leadership
- Program Delivery and Impact
- Strategic relationships
- Resource Development
- Internal operations and management

Our organization is only interested in assessing one of the required areas or we have already identified a capacity building need. Do we still have to assess all six areas?
Yes. The Foundation would like all grantees to complete an assessment that reflects upon all areas. An organization may choose to go deeper in one or more areas, but the assessment should include a review and reflection in all required areas.

My organization participated in an assessment recently or is currently undergoing an assessment. Can we still apply?
If your organization completed an assessment within the past twelve months or is currently participating in an assessment, you are not eligible to receive assessment funding. If your organization meets all eligibility criteria you may be eligible to apply for Phase II: Capacity Building funding and participate in the Learning Cohort. You will be required to complete an application and share information learned from your assessment by the October 31 deadline. Please contact the Foundation's staff to learn more and obtain an application.

I need help finding a consultant or an assessment tool.
A listing of area consultants is available for download on the Foundation's website.

What and when are we required to report back to the Foundation?
All grantees must provide an assessment Executive Summary by May 15, 2016. Executive summaries must include:
- A description of the process and data sources used
- A list stakeholders involved in the assessment process
- Organizational strengths and areas for improvement within the six assessment areas
- Key recommendations for the future

An assessment Executive Summary Template will be provided.

The Executive Summary is meant to provide the Foundation a snapshot of the six areas assessed. It is not intended to be a comprehensive examination of the organization, nor will it jeopardize the success of the organization in future grant endeavors not related to the Capacity Building Partnerships Program.

Will our consultant complete the report to TCF?
The organization receiving the grant is responsible for reporting to the Foundation. Consultants may review or assist in completing reporting materials, but ultimately it is the responsibility of the grantee to submit the required report.

Collaborative Partnerships

We have received funding as part of a collaborative partnership. Will each organization participating need to be assessed individually?
An assessment of a partnership should review the joint operations of the collaboration. In order to most fully understand those operations, a review of each partner may be necessary, but is not required.

Learning Cohort

What is the Learning Cohort?
Organizations receiving Phase II: Capacity Building grants are invited to join other grantees for a "Learning Cohort." The goals of the Learning Cohort are to enhance organizational impact by investing in emerging talent, and to build collaborations and leverage relationships among service providers. Workshops will be designed to enhance the organizations' capacity building projects and develop leadership capacity. Past workshop topics have included communications and evaluation.

How many people from my organization should participate in the Cohort? Who should it be?
Partners will select one early- to mid-career professional as a "Learning Cohort Fellow." Fellows are asked to commit to participation in all Learning Cohort half-day workshops. Organizations may also elect up to one

additional representative to attend. Two staff members per organization are encouraged to attend.
Collaborative groups may invite additional representatives to attend each workshop.

When will the Cohort meet?
Cohort workshops will be held monthly from August 2016 thru January 2017. Dates and topics will be chosen
after Phase II: Capacity Building partners are selected.

Phase II: Capacity Building Grants

What is capacity building?
Capacity building is the "process of strengthening an organization in order to improve its performance and
impact[1]." Grants for capacity building activities can help an organization further enhance its programming and
strengthen its management so it can continue to be adaptive and innovative.

In Phase II, the Foundation will consider grants for Capacity Building projects revealed during the assessment
phase.

What kind of capacity building projects will Triangle Community Foundation fund?
A list of examples of capacity building activities that the Foundation will consider is available on our website
here: http://www.trianglecf.org/grants_support/phase_ii_capacity_building_grants/. The list online is not all
encompassing. Other capacity building needs will be considered.

When will applications for Phase II: Capacity Building Grants be available and due?
Applications for Phase II of the Capacity Building Partnerships will be available online by March 31, due May 31.
Application questions will include:
- What capacity building project has been identified and what grant amount is requested?
- What makes this request a priority?
- What are the expected outcomes?
- How will the expected outcomes affect the focus area overall in our region?

Who selects grantees for Phase II?
A committee of volunteers and staff will review applications. A site visit may be requested.

When will grantees be announced for Phase II?
Organizations will be notified of their grants by the end of July.

What will be the terms of grants awarded in Phase II?
A one year grant schedule will be default, but organizations may request an extension if it is anticipated that the
capacity building project will require more time.

How much will be awarded to organizations in Phase II?
It is anticipated that grants will be $10,000 – $15,000 for Phase II.

Should our organization use a consultant for Phase II?
The Foundation encourages organizations to utilize consultants or field experts to assist in leading or
implementing funded projects. If organizations need help finding a consultant, please contact the Foundation.

What are the reporting requirements of Phase II?
Organizations receiving Phase II funding will be required to provide a written report at the end of their grant
term describing the outcomes of their capacity building experience.

---

[1] Connolly, Paul, and Carol Lukas. *Strengthening Nonprofit Performance: A Funder's Guide to Capacity Building*. St. Paul: Amherst H. Wilder
Foundation, 2002. Print.