

The Chelsea Community Foundation is a permanent community endowment with assets in excess of \$2 million, thanks to strong local support and prudent financial management. The Chelsea Community Foundation is guided by Chelsea’s civic leaders, who care deeply about the community. To date, more than \$1.25 million has been awarded to local nonprofits to address emerging community needs and opportunities.

Historically, grants have been made to support pilot programs, the expansion of services, or one-time costs that help build organization efficiencies. In an effort to meet the ongoing needs of Chelsea’s nonprofit organizations, the Chelsea Community Foundation is broadening its grantmaking guidelines to include opportunities for 501(c)(3) nonprofit organizations in the Chelsea area to apply for leadership development and capacity-building activities.

Leadership development opportunities are defined as an experience that “enables leaders and organizations to develop the skills and resources they need to improve their work.” Proposal requests should focus on capacity-building only, which can include programs that provide local and national professional and industry training, tuition and fees for executive education programs, full staff training for programs that encourage growth in capacity for the organization, or professional coaching.

If an organization is seeking to provide a training for multiple employees, the Chelsea Community Foundation will consider an application to bring a professional facilitator to Chelsea for a group training if it is determined to be more cost-effective than sending multiple employees outside the region. Joint proposals from two or more organizations will be allowed; however, partnership applicants should select one organization to serve as the lead applicant.

Below is a list of examples of capacity-building opportunities that could be included in a grant proposal. This is not a required list, but provides organizations with examples of the types of training used for specific needs; applicants are encouraged to apply for opportunities that align with the mission and vision of their work.

City Parks Alliance Conference
Harvard Kennedy School – Nonprofit Leadership Program
Jackson Nonprofit Network (customized services)
Johnson Center for Philanthropy workshops (or customized facilitated workshops)
Lilly Family School of Philanthropy at Indiana University – professional development courses
Michigan Nonprofit Association trainings/workshops (or customized facilitated workshops)
NEW trainings/workshops; Leadership DELI (or customized facilitated workshops)
Rockwood Leadership Institute
University of Michigan Ross School of Business Executive Education Program
Urban Land Institute Housing Opportunity Conference
Zingtrain public seminars and workshops

How to Apply

Nonprofit organizations may apply for an amount ranging from \$1,000-\$5,000. Applying for a capacity-building grant does not preclude an organization from applying for a program-specific grant that is in alignment with the [Chelsea Community Foundation General Grantmaking Guidelines](#).

Applications will be accepted from 501(c)(3) organizations only.

All grants will be made contingent upon compliance with the following eligibility criteria:

- Support is for capacity-building for nonprofit organizations (and their employees), with an explicit focus on the Chelsea community.
- Justification that the capacity-building opportunity will enhance individuals' abilities to perform their job functions, improve the service-delivery of the organization, or provide a new service to the Chelsea community.

Review Criteria

Proposals will be evaluated based on quality, relevance, potential for organizational or individual capacity increases, and alignment with major initiatives that support the Chelsea community.

Proposal Specifications

Proposals can be submitted online at <https://cfsem.org/apply/>. The following information is required. Please select "Chelsea Community Foundation Capacity Building" in the drop-down menu.

- Cover Letter from the staff member's supervisor verifying support for the employee to attend the training, and an explanation of the measures that will be used to determine if the training was useful for the employee, organization, or individual. Support from the organization's Executive Director should also be indicated in the cover letter.
- Narrative
 - The names, titles, and bios of the staff member(s) or individual who would benefit from the grant
 - Training information including title, provider, date, location, and content
 - Statement describing:
 - How your work contributes to the future of the Chelsea community
 - What you hope to learn through the training
 - How the training will enhance your organization's capacity
 - How the training will enhance your leadership
- Estimated Budget for this proposal
- Organizational Budget: internal financial statements for the current fiscal year
- Certified financial audit or financial review
- Internal Revenue Service 501(c)(3) Federal Tax Exemption Letter
- Board of Directors/Trustees/Governing board

Award Information

Grantees will be required to submit a final report, including documentation of expenses and usage of funds.

Timeline

Applications for capacity-building/leadership development will be accepted year-round. Applicants should expect up to a three-month timeline from the time of submission until a decision is received.

All questions about the application process should be directed to: Surabhi Pandit, Senior Program Officer, Community Foundation for Southeast Michigan, spandit@cfsem.org, (313) 961-6675.