

**REVISED April 2, 2020**

*These guidelines have been revised in response to the COVID-19 pandemic. Given the unexpected strain on many nonprofits, and the current restrictions on convenings and travel, we have revised the guidelines by extending the application deadline and expanding how grant funds may be used.*

The Pontiac Capacity Building program provides grants to civic, community, and nonprofit organizations and leaders in Pontiac. The program is supported by the Pontiac Funders Collaborative, administered by the Community Foundation for Southeast Michigan.

The Pontiac Funders Collaborative is a joint initiative of local and regional funders that supports fair, equitable, just, and inclusive efforts that are driven by the community and supported by lessons learned from other efforts. The collaborative supports organizations of any size, led by or serving those in Pontiac who experience historical and institutional barriers, including people from underrepresented groups, people from low-income backgrounds, and people who have lacked access to basic resources. The collaborative recognizes the important work being done by local organizations, and seeks to work alongside them to support and enhance their efforts. For more information, visit: [https://  
https://cfsem.org/initiative/pontiac/](https://https://cfsem.org/initiative/pontiac/)

The Pontiac Capacity Building program addresses demand amongst the local government, grassroots and community organizations, and nonprofits for increased access to tools and resources that build capacity to address barriers to social change.

This program includes two separate grant opportunities:

1. **Professional Development for Pontiac Leaders:** Support for individuals working in civic, nonprofit or community organizations to participate in professional development activities.
2. **Technical Assistance for Pontiac Organizations:** Support for small and mid-size nonprofit organizations seeking to improve their capacity in order to better serve the community. Grantees will receive funding for technical assistance and have the option to participate in an organizational assessment as well as targeted professional coaching.

## **Grant Opportunities**

### **1. Professional Development for Pontiac Leaders**

Grants provide support for individuals working in civic, nonprofit or community organizations. Grants will range from \$2,500 – \$5,000 and will support professional development opportunities, such as professional training, tuition and fees for an executive education program, or professional coaching for one or more people involved in the organization. This may include current, emerging, or future leaders. Funds will also cover any associated transportation and lodging. Given current travel restrictions we

encourage applicants to seek training opportunities online or locally. However, applicants can also apply for national conferences that have been rescheduled to a later date, knowing we can be flexible on the end date of the grant, if awarded. Applicants may choose any training they wish to, as long as they detail how it will help them in their work. Applicants are especially encouraged to consider trainings that will help them work better during and after the current crisis. No more than 10 grants will be awarded.

### Eligibility Requirements

Applications will be accepted from individuals at 501(c)3 organizations with an annual budget under \$1,500,000 or civic entities such as a government or a public school. Organizations without a 501(c)3 organization can apply by working with a fiscal sponsor. Pre-selected fiscal sponsors will be provided as options.

### Application

Applicants must show that the proposed training will improve job functions, improve service delivery, or allow the individual to create a new resource for the Pontiac community. Applicants will be able to reapply for support annually for three years.

Applications can be submitted online at <https://cfsem.org/apply/>. Once you are inside the application portal, you will be asked to provide the following information:

#### Narrative:

1. Please provide the name, title, and bio of the individual who would benefit from the grant. If the grant would support a group activity, provide the names, titles, and bios of each person.
2. Provide all training information including title, provider, date, location, and content.
3. Explain how your work contributes to the future of the Pontiac community.
4. What do you hope to learn from the training?
5. Please explain how the training will enhance your organization's capacity.

Attachments you will then be asked to upload include the following:

1. A letter from the person's supervisor approving the project
2. Internal Revenue Service 501(c)(3) federal tax-exemption letter
3. List of Board of Directors or Trustees
4. Annual Report
5. Organization's Diversity Policy (If it exists)
6. Certified audit, financial review or 990
7. Operating Budget for Current Fiscal Year
8. A proposed budget, including cost of training, transportation, and lodging

### Reporting Requirements

A short final report will be required upon completion of the training to better understand how funds were utilized, and how they benefitted the leader and community.

## 2. Technical Assistance for Pontiac Organizations

This program supports small and mid-size organizations seeking to strengthen their internal capacity to fulfill their missions in Pontiac. No more than ten grants of \$10,000 will be awarded for technical assistance. Applicants should consider how the funds can help the organization work better during and after this time of crisis.

Grantees, once selected, will have the opportunity to participate in an online assessment provided by the Michigan Nonprofit Association, in partnership with Co.Act Detroit. The assessment is encouraged but not required and does not have to be completed prior to receiving grant funds. The assessment is designed to:

- Help organizations determine challenges and outcomes
- Match organizations with supportive technical assistance
- Collect data that can be used to help develop benchmarks for the grant program's development

The steps of the assessment are:

1. Pre-assessment: Meet with the Michigan Nonprofit Association for introductory coaching and an overview of the assessment.
2. Assessment: Take the assessment on your own time. This online questionnaire is estimated to take up to 1.5 hours to complete.
3. Post Assessment: Meet with Michigan Nonprofit Association to review your assessment and develop an action plan for utilization of your \$10,000 grant.

Michigan Community Resources will also be available to any grantee seeking guidance as they seek out and hire technical assistance providers. They can guide grantees through the process, assist in navigating and evaluating the technical assistance, and host periodic check-ins as needed.

### Eligibility Requirements

Applications will be accepted from 501(c)3 organizations only. Organizations without a 501(c)3 can apply by working with a fiscal sponsor. Pre-selected fiscal sponsors will be provided as options.

Requirements include:

- Your organization has a 501(c)(3) status or is applying through a fiscal sponsor

- Your organization is headquartered in Pontiac
- Your organization has an annual budget under \$1,500,000
- Your organization has operated and/or delivered programming for a minimum of two years
- Your organization has at least one full-time paid staff person (or equivalent) that reports to the Board of Directors or one full-time volunteer (or equivalent)
- Your organization has a Board of Directors that is representative of its community
- Your organization has a letter stating Board approval for the organization's participation and their commitment to all components of the project

### Application

Applications can be submitted online at <https://cfsem.org/apply/>. Once you are inside the application portal, you will be asked to provide the following information:

- Name of organization
- What is the mission of your organization?
- What is the budget size of your organization?
- Briefly describe your engagement with the Pontiac community.
- How has your organization's capacity been impacted by COVID-19?
- Do you plan to take the organizational assessment and work with MNA to develop a workplan and budget prior to pursuing your technical assistance needs? (Yes or No)
- If not, are you willing to take the assessment after addressing your immediate technical assistance needs?
- Briefly describe your capacity challenges. If you already know how you propose to use the funds and are not taking the assessment first, outline your plan here. Consider the following possible areas for growth: talent, operations, funding & resources, organizational culture, strategy & planning, program development, management & evaluation, leadership & governance.
- How will addressing these challenges impact your work in Pontiac?

**Attachments you will then be asked to upload include the following:**

1. Internal Revenue Service 501(c)(3) federal tax-exemption letter
2. List of Board of Directors or Trustees
3. Annual Report
4. Organization's Diversity Policy (If one exists)
5. Certified Financial Audit, Review or 990
6. Operating Budget for Current Fiscal Year
7. If you are not taking the assessment first, please include a proposed budget for your technical assistance

## Reporting Requirements

A short final report will be required upon completion of the grant, describing how grant funds were utilized to benefit the growth in capacity of the organization.

## How to Apply

All applicants are required to attend one of two informational workshops or watch a webinar prior to submitting an application. These meetings provide an opportunity for applicants to ask questions about the grant process and better understand what is eligible for funding. Office hours are also available for one-on-one meeting time for anyone interested in additional assistance in writing or submitting the application.

## Informational Workshops

Both workshops take place at Pontiac Public Library, 60 East Pike Street, Pontiac, Michigan.

1. March 5, 2020, 11:00 a.m. – Noon
2. March 5, 2020, 6:00 p.m. – 7:00 p.m.

\*\*Note: An new webinar that outlines the changes in these revised guidelines will be made available.

## Office Hours

Applicants may meet with LaToya Morgan for additional guidance in preparing an application. Meetings will take place virtually via phone or video. [Sign up for office hours here.](#)

## Timeline

- March 5: Applications open
- March 5: Required informational workshops. Webinar can be sent to those unable to attend.
- April 29: Deadline to register. All applicants must register in Fluxx, the Community Foundation for Southeast Michigan online grant portal in order to begin an application.
- March 9-May 13: Optional one-on-one application assistance available by appointment
- May 13: Deadline to apply. Applications are due by 5 p.m. on May 13.
- June 12: Grantee award and decline notifications will be sent.
- June 15: Announcement of grants

## Selection Process

Final recommendations for both programs will be made by a committee of the Pontiac Funders Collaborative, with approval by the Community Foundation for Southeast Michigan.