



OKLAHOMA CITY
COMMUNITY FOUNDATION
Helping you help the community

CAPACITY BUILDING GRANT
Guidelines for Narrative

1. Purpose of Grant

State the status of the current long range plan being used by the organization and the specific element in the plan addressed by the request. (Include a copy of the plan as an attachment to the application.)

Provide a description of the specific grant request and how it is involved in implementing the long range plan. Also provide plan document outlining the identified goals and objectives.

Describe the project activity and how it meets the organization's mission and goals and objectives as outlined in long range plan. Please answer the following questions:

1. What is going to happen and when will it occur? Describe activities and provide a timetable for the project.
2. Describe how the request will expand the capacity of the organization to provide service or to improve its management efficiency.
3. Who will be involved in implementing the project? Describe roles and qualifications.
4. Will other individuals/groups participate through collaboration or partnership? Describe their role and contribution.

Additional information for new or expanded programs

Describe the community need or opportunity that the project addresses by answering the following questions:

How did you substantiate community need for this project?

Explain what if anything has been done previously in the community to address this problem/issue.

What were the results of previous activity?

Describe how this grant request looks beyond the institutional needs of your organization to the ultimate impact on people in the community and their quality of life.

Describe the project activity and how it meets the stated need or opportunity. Please answer the following questions:

Who will benefit or be served by the project? How will they benefit? Provide the anticipated number to be served as well as the geographic service area.

2. Evaluation

Applicants should provide a specific plan for establishing program goals and measuring both the outcomes and impacts of the proposed program. For the purposes of this grant:

Outcomes are defined as statistical data generated during the course of the project, such as:

- a. Headcount = number participating, served during the course of the project (unduplicated count for the total of the project rather than per activity)
- b. Retention = number completing the program as outlined
- c. Change = increase or decrease from the baseline data established at the beginning of the project

Impacts are defined as the anecdotal stories that communicate the effect of the program or project on the community.

The proposal narrative outlining plans for program evaluation should answer the following questions:

1. What are the goals of the capacity building project?
2. Based on the project goals, what outcomes are expected in building capacity for your organization?

3. What process will be used to establish the baseline of information from which outcomes and changes will be measured?
4. What kind of tool(s) will be used to measure outcomes and how will the information be quantified?
5. How will the impacts or long-term effects of the program be collected and documented?
6. What process, if any, will be used to measure the ultimate impact of this grant on your organization beyond the duration of the grant?

Reporting

Grantees will be required to submit an interim report six months into the project and a final report at the end of one year. Six month reports should include outcomes and impacts gathered to that point and will include a site visit by program staff.

Grantees should also plan to participate in an exit interview with their program officer, either prior to or immediately after submitting the final report.

3. Budget

Please explain why the organization is not able to accommodate the request in its normal operating budget.

Provide a complete budget, both income and expense, for the overall project even if the grant request is for one component of the overall project. Please identify income sources as cash or in-kind. An example of a Proposal Budget in the preferred format is provided at www.occf.org.

If an equipment purchase is involved, please provide a detailed copy of the vendor's bid including the specifications.

Be specific about the amount you are requesting from the Capacity Building grant.

List other sources of funding received or being sought for this project and provide levels of support.

When is Capacity Building funding needed?

4. Sustainability

Describe the future of the activity after the grant funds are expended. Give plans for the sustainability of the activity if appropriate. If ongoing maintenance is required, please describe how it will be funded.

Is your organization committed to the activity or program after the grant funds are expended? Please explain.

Describe the project's short-term and long-term funding plans.

Describe the community need or opportunity that the project addresses.