Capacity Building Application

The Staten Island Foundation

Admin Only

Meeting Date
Character Limit: 10

Site Visit*
Choices
Yes
No
Not Necessary

Type of Support*
Choices
Project Support
Capital Support
General Operating Support
Strategic Planning Support
Technical Assistance Support
Technology Upgrade Support
Recovery Funds Support
TSIF Director/Employee Matching Gift
Other Support

Grant Type:*  
Choices
One Time
Installment
Matching Grant
Director/Employee Matching Gift

Amount Recommended:*  
Character Limit: 20

Source of Funding:*  
Choices
The Staten Island Foundation Funds
Philanthropy New York Funds
Other Funds

Notes:
Character Limit: 10000
Organization Information

What is your organization’s mission and vision?*
Guidance: Mission is what you do, and vision is the end state you wish to achieve. The best mission and vision statements are short and clear. Describe how your mission gives you focus and guides your actions and decisions.
Character Limit: 2500

Organization's current programs and services*
Please give a brief overview of your organization's current programs and services.
Character Limit: 1000

Date established*
Character Limit: 10

Number of full time staff*
Character Limit: 25

Number of part time staff*
Character Limit: 25

Annual organizational budget*
Character Limit: 20

Total number served annually unduplicated*
Character Limit: 25

What strengths and expertise does your organization have?*
Guidance: The Staten Island Foundation wants to understand what your organization does especially well. This may include four elements:
a) Knowledge – your organization’s unique insight into participant barriers and opportunities
b) Skills – what your organization knows how to do
c) Change agent – how your organization uses its skills and knowledge to influence others to change their behavior or condition
d) Experience – length of time and track record in the proposed focus area
Character Limit: 2500

Past achievements*
As a result of your efforts, what has your organization achieved in the past three years that most relates to the project for which you seek The Staten Island Foundation support?
Guidance: Describe how many people or places have measurably improved their behavior or condition through your efforts and in what ways rather than describing your organization.

Character Limit: 2500

What leadership and financial factors reflect your sustainability as an organization?*

Guidance: The Staten Island Foundation seeks to invest in financially viable organizations that are able to focus sufficiently on implementing their projects. Please address each of the following areas:

Finances – Trends, events, and other factors such as donor base and cost control that influence your financial viability, including having enough cash to operate.

Leadership – Current strengths to achieve success. Include recent or anticipated changes of key people at board and staff levels as well as any current gaps in capacity.

Character Limit: 2500

Request Snapshot

Project title*

Provide a title for the project for which you are requesting funding. The title should be no longer than ten words.

NOTE: Title should not contain the name of the organization.

Character Limit: 100

Population Served:*

Please select the population (only one) that will be served with this grant:

Choices
Youth
Seniors
Homeless
General and Disadvantaged
Physically Disabled
Developmentally/Mentally Disabled
Psychologically Disabled
Disaster Victims
Other

Geographical Area Served:*

Please select the geographical area that will be served with this grant:

Choices
Staten Island
Staten Island, Mid-Island
Staten Island, North Shore
Staten Island, South Shore
Greater New York Area

**Overall project budget**
Please indicate the total, overall budget for this project. This must equal the dollar amount stated in the required project budget attachment.

*Character Limit: 20*

**Amount requested**
Please indicate the amount you are requesting.

*Character Limit: 20*

**Project Budget Form**
Please complete the Project Budget Template and upload it here

*File Size Limit: 2 MB*

**Focus Area and Result Outcome for project**
*Guidance:* Here you will first choose your Focus Area and then select the ONE Result Outcome you are seeking to achieve. (If you are uncertain, see The Staten Island Foundation Guidelines).

**Project start date**
Select date with calendar icon.

*Character Limit: 10*

**Project end date**
Select date with calendar icon.

*Character Limit: 10*

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**Project Information and Anticipated Results**

**Project summary**
Please provide a brief description of the project for which you seek support, including the overall goal of the project, use of The Staten Island Foundation funds, total anticipated number of people or places to be served and geography served by the project.

*Character Limit: 1500*

**Challenge or opportunity**
Describe the challenge or opportunity you face which, if addressed, would have a clear impact on project delivery and results for those you serve.

*Guidance:* Here are some areas in which challenges or opportunities arise:
Staffing- increased or undesired staff turnover, resignation of a key leader, staff who are ready to take on additional challenges, board leadership changes, etc.

Organizational Structure- outgrowing the current policies, space, resources, processes or technology, a new growth opportunity that matches the strengths of the organization

Resource Allocations- new requirements from funding sources or policy makers that create the need to focus differently, inefficient methods to track and measure success for those served, etc.

*Character Limit: 2500*

**What is the new capacity you want to create to respond to the challenge or opportunity:**

Be specific about what new capacity will be in place.

**Guidance:** Describe the best way our Foundation can invest in your organization to increase the positive gains for those you serve.

Here are some areas in which capacity is often considered:

Staff development- hiring and training, reducing undesired turnover, finding the right leaders, etc.

Organizational structure- a fresh look at roles, functions, organization chart and other core features that may need change, especially at a point of growth or other shift in challenge or opportunity

New infrastructure usage- a new computer system or software and its use for productivity, or anything else needed to enhance performance or safety

Strategic or other plans and direction-setting- new plans, maps, or designs to focus the organization on how to define, achieve, track, verify, and report clear gains for those served

Project development- new program development to work around a specific project that will address a specific community need

*Character Limit: 3000*

**Please choose one area in which you will achieve results with the new capacity in place:**

**Choices**

To increase number of people served

Increases in results for those served

Increases in revenue

Decreased time to achieve results for those served

Reduction in costs

**What results do you anticipate achieving with this grant?**

This response is most critical to your application, so please be specific about the results you expect to achieve.
Based upon the result area you chose in the previous question, please explain the specific results you anticipate to achieve with the new capacity in place and when you anticipate achieving them.

*Character Limit: 3000*

**Describe the steps/milestones you will use and a timeline for when each milestone will be achieved:**

Identify the critical steps you will take, the milestones (project, staff or participant achievements) you anticipate from each step, and a timeline.

*Guidance:* Provide a brief description of the three to five most critical steps in your capacity building efforts, what needs to be achieved at each step to be successful, and a timeline for when each step will be completed.

*Character Limit: 5000*

**What changes in organizational policies, practices or staff competencies must be in place?**

What are the critical changes in organizational policies, practices, or staff competencies that must be in place for this new capacity to have its greatest impact?

*Guidance:* In most cases a new capacity is not successful until at least some changes are made in how persons and the organization act. List the organizational changes (e.g., policies, practices, roles or new skills acquired) and any other specific changes that will be needed if the capability is to be fully realized.

*Character Limit: 3000*

**If core competencies needed to deliver this project are not currently in place:**

If the core competencies needed to deliver this project are not currently available within your organization, how do you plan to put them in place?

*Guidance:* Tell us your method to build staff competency where needed to achieve the results you seek with this new capacity. Will you use outside assistance or bring in new staff members? If so, define the role they will play, the characteristics they will need to be successful, and how you will insure that the competency required will be left behind.

If core competencies are in place, enter N/A in text field below.

*Character Limit: 3000*

**Who is the person who will lead this project?**

*Guidance:* Explain why the person leading this project or effort is most qualified to achieve the desired results. If the success of this project is dependent on a person's training or education, explain why. This is a critical element in predicting project success. People are more powerful than great plans, a big committee, or even a lot of money in achieving results. While you may first consider resume details - e.g., degrees and years of experience-do recognize that in many areas, there is no strong correlation between

*Character Limit: 2000*
How will you cover a net increase in operating costs from this new capacity?*

**Guidance:** If the new capacity will lead to a net increase in operating costs, (e.g., maintaining a new computer system, adding staff, increasing the number of program participants), how will you cover these costs in the future? Consider how efficiencies gained will be used to cover additional costs that will be required to achieve the results.

If there will be no increase, enter N/A into text field below.

*Character Limit: 2500*

**Documentation**

Please upload the following documents:

**Cover Letter signed by organization CEO or Executive Director***

The cover letter should be addressed to the Executive Director and contain a summary of your proposal as well as any recent communications. Include the amount of funding requested, people it will serve and need to be addressed. If this is a first time applying, include a brief introduction of your organization.

*File Size Limit: 1 MB*

**List of Board of Directors***

*File Size Limit: 2 MB*

**Current Organizational Budget***

Please upload your current organizational budget here.

*File Size Limit: 2 MB*

**Audited Financial Statements***

Please upload a copy of your organization's audited financial statements here.

*File Size Limit: 2 MB*

**Supplemental Financial Information Form***

Please complete the Supplemental Financial Information Form and upload it here.

**Guidance:** List the total operating income and expenses of your organization for the last three completed fiscal years as shown on IRS Form 990. If the 990 is not yet available for the most recently completed fiscal year, list the un-audited final income and expenditures and indicate the numbers are un-audited.

*File Size Limit: 2 MB*

**Authorized Signature**
By typing in your Name, Title and Date in the fields below, you confirm that you are authorized
to submit this application on behalf of your organization.

**Name:**
*Character Limit: 75*

**Title:**
*Character Limit: 75*

**Date:**
*Character Limit: 10*