

# VICTORIA S. AND BRADLEY L. GEIST FOUNDATION

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## Capacity Building Request for Proposals

**Background:** The Foundation wishes to support foster children, their caregivers, and transitioning foster youth. The Foundation recognizes that the strength and capacity of the nonprofit organizations and programs serving foster children, their families, and youth are key to the healthy development of foster children and transitioning youth. The Foundation offers this Request for Proposals to provide meaningful support that enables nonprofit organizations and programs to strengthen and grow their capacity to serve foster children, their caregivers and transitioning foster youth.

### **Funding Priorities:**

The Foundation seeks to support projects that will increase the capacity of the organization, the program, or the system in the community to deliver quality services to the clientele described under Eligibility Requirements. Capacity building efforts may address

- Governance and leadership;
- Strategic relationships;
- Evaluation and impact;
- Resource Development;
- Internal operations and management;
- Program design, delivery and evaluation;
- Executive and key staff transitions; and
- Staff training.

### **Eligibility Requirements:**

- Tax-exempt Hawaii organizations are eligible to apply. Organizations may be either 501(c)(3) or religious organizations. Units of government and public schools are not eligible under this Request for Proposals. Fiscal sponsorships are not permissible.
- The majority percentage of the organization's or program's clientele or project beneficiaries must be
  - Children in the foster custody of a Hawai'i state government agency;
  - Children placed by a Hawai'i state government agency in therapeutic foster placement or in kinship, foster, respite, guardianship, permanent custody, or adoptive families; or
  - Their caregivers, or
  - Current foster youth or young adults between the ages of 16 and 24 who have aged out of the state child welfare or mental health systems.

**Grant Range, Duration and Exclusions:**

Grants generally range from \$5,000 to \$40,000 and may be multi-year commitments, based on submission of satisfactory progress reports. Grants will not be made for capital, endowments, re-granting activities or operating costs.

**Proposal Review Criteria:**

The strongest proposals will be those that meet all or most of the following criteria:

***Readiness to Build Capacity***

- Organization demonstrates awareness of its strengths and weaknesses.
- Planning and/or self-assessment have taken place prior to beginning project.
- Project is based on a well-considered strategy.
- Project timing is relevant for the organization's stage of development.
- Board supports and is engaged in the project. If the project is program-based, upper level management supports and is engaged in the project.
- Organization demonstrates an ability to evolve, learn and be responsive to change.

***Integrity of Proposed Project***

- Project is focused and well defined.
- Project identifies clear outcomes and measures of success.
- Appropriate stakeholders are involved in the project.
- Project budget is adequate, relates to the project narrative, and costs are reasonable.
- If a consultant is involved in the project, that person is qualified to undertake the project

***Potential for Impact of the Project***

- Project will build substantial new capacity within the organization, program, or system.
- Project positions the organization or system for greater impact in fulfilling its mission.
- Project must involve an evaluation/measurement component.

***Programming Excellence & Impact***

Organization's programs demonstrate excellence and impact in serving the children, youth and caregivers involved in the state's child welfare or child and adolescent mental health systems.

***Financial Condition***

Organization's financial condition is stable, or the proposal explicitly addresses financial management

**Online Submission:** This application is available for online submission. Your organization must first establish an online account with the Hawaii Community Foundation to access the online application. Please go to <https://nexus.hawaiicommunityfoundation.org/nonprofit> to request an account or, if you already have an account, to access the online application.

**Note:** If you are requesting an account, it may take a few days for you to receive the account information. It's highly recommended you request your account early to give yourself adequate time to complete the application by the submission deadline.

The Foundation recognizes the importance of diacritical markings in written Hawaiian as pronunciation guides. The online application system is unable to accept Hawaiian diacritical markings consistently. Please do not include markings in your responses – it may cause errors in the character counter and how the online system processes your responses.

The online application will request the following:

**A. Organizational Profile** (*Maximum 3,000 character count single space*)

- Describe the history of the organization, including an overview of its programs.
- Briefly describe the organization’s place in the child welfare or mental health field and in this community.
- How does the organization measure its impact upon the needs of its clients or community?

**B. Project Description**

- Describe what you plan to do, including desired outcomes. (*Maximum 4,000 character count single spaced*)
- Why have you chosen to do this project now? (Reference both internal and external factors.) (*Maximum 3,000 character count single spaced*)
- What have you done internally to prepare for this project? For example, discussions with the management team, involved the appropriate stakeholders, consulted with the board, etc. (*Maximum 3,000 character count single spaced*)
- Who will provide leadership for this project, and why? (*Maximum 2,000 character count single spaced*)
- In addition to Geist grant resources, what other resources, both financial and non-financial will you need for this project? For instance, how much staff time, what types of information, etc. (*Maximum 2,500 character count single spaced*)
- Beyond the project outputs, how will this project contribute to your organization’s ability to accomplish its mission to benefit foster children, their caregivers and transitioning foster youth? How will you measure the impact, and when will you begin to see that impact? (*Maximum 4,000 character count single spaced*)
- For requests that include a consultant or other external contractor, please answer the following (*Maximum 2,000 character count single spaced*):
  - How did you select this individual/organization?
  - What capacity (knowledge and skills) will your organization acquire as a result of their work?

**Important note:** While you may describe the role and work of the consultant/contractor in the proposal, do not integrate their work plan and statement of qualifications in the project description. The consultant/contractor’s work plan and statement of qualifications must be uploaded as a separate document.

Suggested elements of a consultant work plan:

<http://www.hawaiicommunityfoundation.org/grants/victoria-s-and-bradley-l-geist-foundation-capacity-building>.

## Supporting Documents

You will need to upload the following documents as part of your application:

- If the project includes hiring new staff, upload the job description and discuss how the position will be sustained beyond the grant period.
- **Project Matrix** -- This is a key component of your proposal, and will be used in the final reporting process. Use the Project Matrix Link here, <http://www.hawaiicommunityfoundation.org/grants/victoria-s-and-bradley-l-geist-foundation-capacity-building>. You will need to fill out the matrix, save it to your computer and then upload it with your application.

## Additional documents

- Project or program budget, detailing expenses and all sources of revenue (secured and unsecured) that will support the project or program. For multi-year requests, provide a cumulative budget and budgets for each year.
- Organization's annual operating budget for the current year
- Organization's balance sheet for the most recently completed fiscal year
- Organization's income statement (or profit/loss statement) for the most recently completed fiscal year
- Board of Directors list
- 501(c)(3) determination letter, not required if previously applied to the Foundation.

*(Local units of national organizations must submit local unit financial information.)*

## File Naming Format for Supporting Documents

For documents to be uploaded, please use the following descriptive file name format when uploading your files: Application ID #\_Your Org Name\_Name of File. (For example, '145\_HCF\_Budget.pdf' or '145\_HCF\_Board of Directors.doc').

## Deadline

For applications to be considered they must be submitted online by clicking the "Submit" button on the final page of the application. Applications submitted by 5:00 p.m. (HST) on these dates will be considered at the next Board of Trustees meeting in the following months:

January 16, 2018 for the March meeting

May 15, 2018 for the July meeting

September 17, 2018 for the November meeting

For more information, contact Pam Funai via email at [pfunai@hcf-hawaii.org](mailto:pfunai@hcf-hawaii.org) or call (808) 566-5537 or toll-free from neighbor islands (888) 731-3863 ext. 537.

The Foundation does not accept incomplete applications or applications from organizations with overdue reports.