Small Capital and Capacity-Building Needs: Grantmaking Guidelines

The Small Capital Grants program offers grants of up to $50,000 for specific capital purchases and/or project-based consulting contracts that will strengthen your organization.

Examples of past capital grants include: the costs of an unexpected office move, a new youth group van, technology upgrades, and the build-out of a small-business incubator space. Examples of past capacity building consulting grants include: the design of an integrated database, expanded evaluation systems for youth programs, and strategic planning and financial modeling following a growth campaign.

Eligibility
All 501(c)3 organizations working within the Sand Hill Foundation’s focus areas and geographic scope (San Mateo and northern Santa Clara counties) are eligible. Requests must be locally focused. Grantees who are currently the recipient of another Sand Hill Foundation grant, with prior approval from the Foundation, may submit a second request for small capital needs. Grantees who have received two grants in the last year are ineligible for a capital grant.

Guidelines & Requirements
Priority will be given to capital investments that:
• Meet an urgent need within the organization
• Are timely and strategic
• Are well researched
• Have a detailed completion plan in place

Applicants should be prepared to furnish evidence that all permits necessary to complete the proposed project have been obtained by the organization, or address the timeline required to do so in their application narrative. For capacity building grants, please include your consultant search RFP and/or the contract for the chosen consultant. Since this grant program is meant for capital needs, staff time should not be included in the requested amount.

All small capital grant applications must also meet the Foundation’s general grantmaking requirements with regard to focus area and geography. Please refer to our website at www.sandhillfoundation.org for further information.

Submission Procedures
Applications may be submitted during the spring or fall cycles.

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<tr>
<th>Submissions Begin</th>
<th>Submission Deadline</th>
<th>Decisions Issued</th>
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<tbody>
<tr>
<td><strong>Spring Cycle</strong></td>
<td>March 1, 2020</td>
<td><strong>March 30, 2020</strong></td>
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<td><strong>Fall Cycle</strong></td>
<td>August 1, 2020</td>
<td><strong>August 31, 2020</strong></td>
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No Letter of Inquiry is required for small capital grants. When you are ready to submit an application, please contact Julia Damon, Grants Manager, at jdamon@pfs-llc.net to receive access to the online application portal. Julia is also available to answer any questions as you prepare your application.
**APPLICATION FORM**

<table>
<thead>
<tr>
<th>Requested Amount</th>
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<tbody>
<tr>
<td>Project Title</td>
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<tr>
<td>Project Summary (Limit 100 words)</td>
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<tr>
<td>Total Annual Organization Budget</td>
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<tr>
<td>Total Project Budget</td>
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**NARRATIVE QUESTIONS**

1. Tell us about the work of your organization. Please provide us with a brief description of your organization, including its mission, purpose, first year of operation, target populations, and geographic areas served.

2. Tell us about your specific small capital or capacity-building project. Describe the project you are asking the Foundation to support. Include the project’s timeline so that we understand your vision for what will be accomplished during the grant period.

3. Describe how this project meets an urgent need within the organization. Tell us about the timing of the request – why is now the best time to execute this project? How does the project support your organization’s long-term sustainability?

4. List the expected outcomes of your small capital project. How will you know that this project was successful and effective? Please list the expected outcomes in brief, bullet format while considering qualitative and quantitative measures. Your final report would include these outcomes.

**DOCUMENTS TO UPLOAD (Please note that all documents must be uploaded as PDFs)**

1. Organizational budget for the current year
2. Project budget detailing all proposed income and expenses
3. Other supporting documents such as bids, building permits, campaign materials, & consultant RFP’s or contracts
4. Most recently completed, unaudited financial statements for the organization
5. Most recent audited financial statement (If your organization does not complete an audit, please submit your most recent income/expense statement)
6. List of Board Members and their affiliations
7. Copy of the organization’s strategic plan (optional)