



Washington
County
Community
Foundation

**Capacity – Building Grant
Cycles I & II**

What is capacity building?

- It strengthens your organization's ability to fulfill its mission.
- It focuses on furthering an organization's ability to do *new things* or improve what you currently do.
- It is the process of developing your organization's strength and sustainability.



When can we make application?

Cycle I

Deadline August 1

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Cycle II

Deadline October 1



# Overview of the Capacity-Building Grant Cycles

***Awards Range from \$5,000 - \$50,000***

***Awarded in any of the following areas:***

***Arts & Humanities***

***Community Improvement***

***Education***

***Environment & Animal Welfare***

***Health & Fitness***

***Human Needs***

***Religious / Faith-Based***

**\*\*\*If you are awarded in Cycle I, you cannot apply for Cycle II**



# Where do we begin?

It starts with brainstorming ...



**Your project should increase your operational, programmatic, financial, or organization maturity.**



# How do we apply?



**Request must be made through our online application process through our website at:**

**[www.wccf.net](http://www.wccf.net)**

***Applicant should provide a clear, concise and compelling project narrative regarding:***

***(1.) The need of the project & who/what will benefit from the project***

***(2.) The goal(s) of the project, to be achieved***



***(3.) The measurable outcomes expected***

***(4.) Provide details of the execution of the project***

***(5.) Provide a comprehensive project budget***



# What Outcome statements are and are not

***Outcome statements* describe specific changes in your knowledge that you expect to occur as a result of your actions. Answers the who, what, when, and how**

- **Who will do the task?**
- **What will they do?**
- **When will we evaluate? We should see the outcome when?**
- **How are we going make the change? What steps will we take to see a change?**



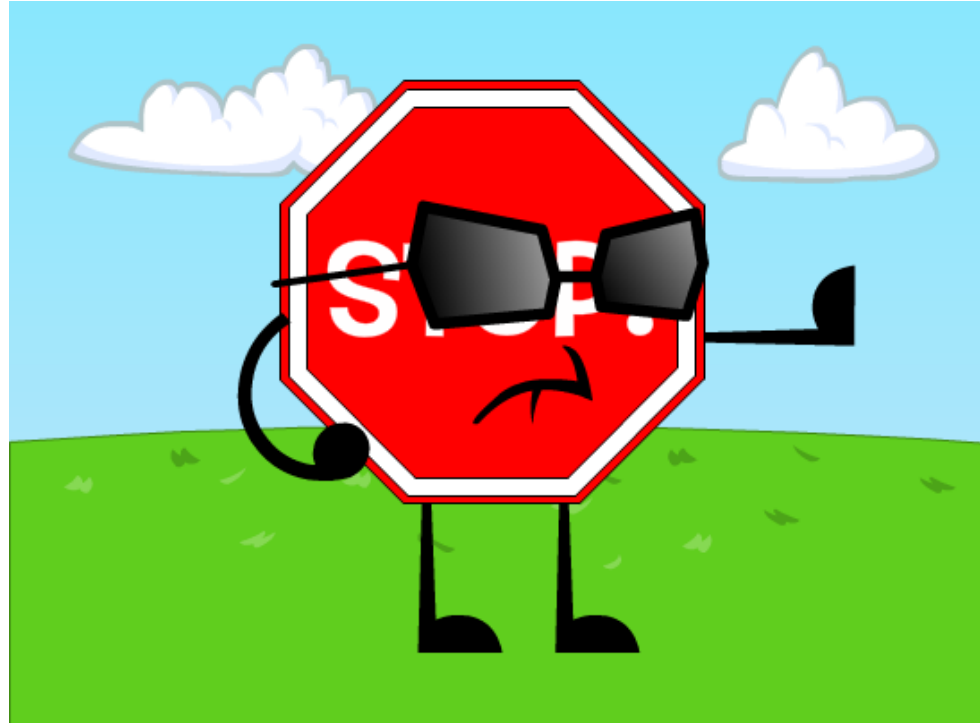


Don't Wait  
for it to happen,  
GO MAKE IT  
HAPPEN.

[WWW.LIVELIFEHAPPY.COM](http://WWW.LIVELIFEHAPPY.COM)

# The change we would like?

***By next year we will be more effective?***



WHO ?

WHAT ?

WHEN ?

HOW ?

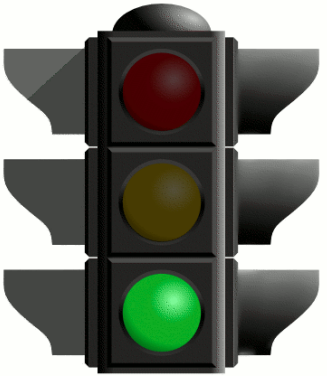


WHO ?

WHAT ?

WHEN ?

HOW ?



**By August 1<sup>st</sup>, we will increase programming attendance by 20 patrons through our social media advertising.**

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# What are measurable outcomes?



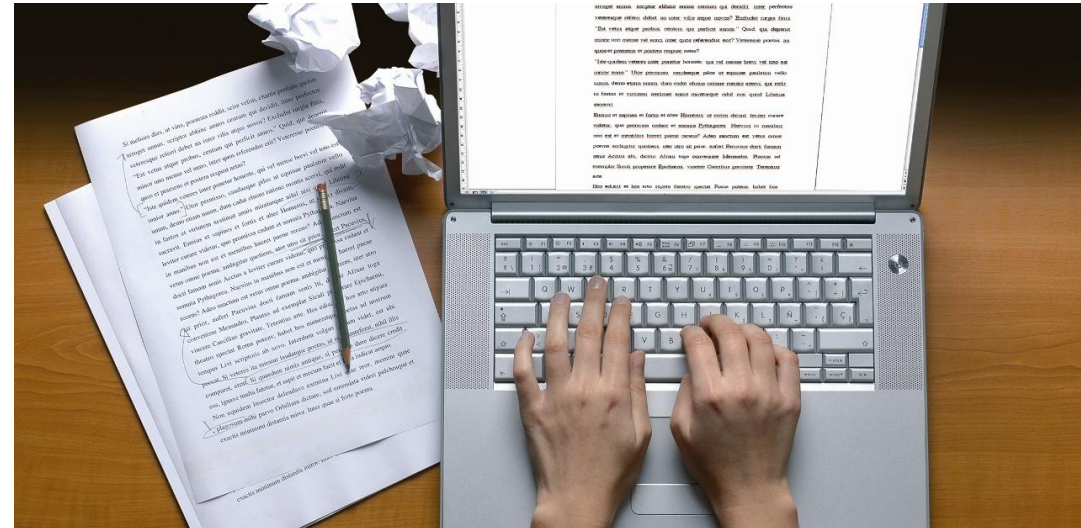
*Measurable outcomes* are statements that will let you know when you have reached your goal. (“will” statements)

- **We will increase our donors by 25%, through our outreach efforts, by July 1.**
- ✓ **We will .....**
- ✓ **Provide a measurement?**
- ✓ **Give a timetable of evaluation**



# We are excited to hear about all of your S.M.A.R.T. goals!

- ◆ S – Specific
- ◆ M – Measurable
- ◆ A – Achievable
- ◆ R – Relevant
- ◆ T – Time-Bound



# IS MY GOAL S.M.A.R.T.?

Goal:

*Specific:* What EXACTLY do you want to achieve?

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*Measurable:* How will you know when you've achieved it?

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*Attainable:* Is it something you have control over?

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*Relevant:* Why is this applicable to your life?

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*Time-Based:* When do you want to achieve your goal?

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## Sample of a Personal S.M.A.R.T. Goal

**Overall Goal:** I want to lose weight and be in better health.



- Specific:** I will cut down on junk food as a first step toward overall good health.
- Measurable:** By December, I will only have organic foods and healthy snacks in my pantry.
- Achievable:** I will see a nutritionist to design a healthy eating plan.
- Relevant:** This will cure some of my nagging ailments e.g. fatigue, lower back pain.
- Time-based:** In September I will change my eating habits. In October I will start walking more. By the holidays, I'll be able to indulge a little without ruining my new healthy habits.

**S.M.A.R.T. Goal:** By December, I will lose ten pounds, through taking a daily walk and following the nutritionist's healthy eating plan. I will begin to lead a healthier lifestyle.



Now that  
you know  
what  
S.M.A.R.T.  
goals are,  
let's try this  
exercise  
together!

## S.M.A.R.T. GOALS WORKSHEET

TRY  for FREE 

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language, but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

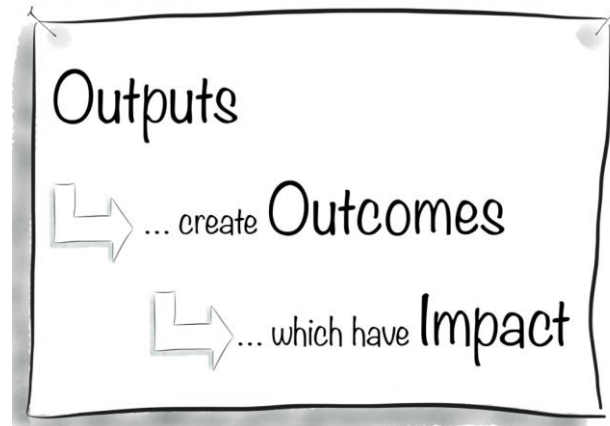
|                         |                                                                                                                                                                                                  |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>INITIAL<br/>GOAL</b> | Write the goal you have in mind                                                                                                                                                                  |
| <b>S<br/>SPECIFIC</b>   | What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?                                                                                       |
| <b>M<br/>MEASURABLE</b> | How can you measure progress and know if you've successfully met your goal?                                                                                                                      |
| <b>A<br/>ACHIEVABLE</b> | Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve? |
| <b>R<br/>RELEVANT</b>   | Why am I setting this goal now? Is it aligned with overall objectives?                                                                                                                           |
| <b>T<br/>TIME-BOUND</b> | What's the deadline and is it realistic?                                                                                                                                                         |
| <b>SMART<br/>GOAL</b>   | Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed                                                                      |

**In review, your application should include .....**





# The Application Process



FINANCIAL  
BUDGET



SUBMIT



How do I apply? Where do I access the application? What will I need?

**Go to: [www.wccf.net](http://www.wccf.net)**

**Go to: Grant Seekers**

**Go to: Grant Request**

**Read through the project areas**

**Click the “Apply” button**

**\*If you have an account you will use your account login or if new, you will create an account login, in the middle of the page. Keep your information to return to the application site.**

**You will then be sent to [wccf.egrants.net](http://wccf.egrants.net), where you will create your application.**

**When you enter, you will see Opportunities on the Left, where you will choose “Capacity-Building I” and the application will appear.**

**You will work through five sections before submitting!**



# Capacity-Building Application

- 5 Sections of the Application:

Organization & Contact Information

Organization Budget

Grant Request

Grant Budget

Outcome and Supporting Documents


Submit!

seeking grants logic models evaluation proposals writing needs  
funding sustainability cooperation technology collaboration  
projects budgets capacity money checklists



# Grant Request:

Grants > Discretionary Funds Grant Application: Grant Application > Grant Request

◀ Previous   Save    Next ▶

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GRANT REQUEST Page 3 of 6

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*This application will time out after 30 minutes of inactivity. Please save often!*

Project Name:

Project Start Date:    Project End Date:

Project Description:

**Project description should highlight how your project will be implemented and what will be accomplished.**



# Grant Budget:

Total  
Project  
Support  
=  
Total  
Project  
Budget

## GRANT BUDGET

Page 4 of 6

*This application will time out after 30 minutes of inactivity. Please save often!*

**The project support and expense reports below are required as part of the grant request.**

Please refer to [www.wccf.net/for-grant-seekers/grant-requests](http://www.wccf.net/for-grant-seekers/grant-requests) for grant amounts available.

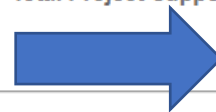
## PROJECT SUPPORT

*Please enter zero (0) for any amounts not applicable to your project.*

| Support Type              | Description | Amount |
|---------------------------|-------------|--------|
| Government Support        |             | *      |
| Fees                      |             | *      |
| Fundraising               |             | *      |
| Donations                 |             | *      |
| Foundation Grant(s)       |             | *      |
| Other Project Support (1) |             | *      |
| Other Project Support (2) |             | *      |
| Other Project Support (3) |             | *      |
| WCCF Request              |             |        |

*(Please refer to [www.wccf.net](http://www.wccf.net) for grant amounts available.)*

**Total Project Support:** \$0.00  
(Should match Total Project Budget below)



## PROJECT EXPENSES

*Please enter zero (0) for any amounts not applicable to your project.*


| Expense Type      | Description | Amount |
|-------------------|-------------|--------|
| Program Personnel |             | *      |



# Outcomes & Supporting Documents:



Submit supporting documents that help reinforce your project plan.



OUTCOMES & SUPPORTING DOCUMENTS Page 5 of 6

*This application will time out after 30 minutes of inactivity. Please save often!*

Anticipated Measurable Outcomes for the Project ([Examples of Measurable Outcomes](#))

Outcome 1:

Outcome 2:

Outcome 3:

**Please attach other supporting documentation that directly relates to the grant request.**

Acceptable attachments include photos, brochures, handouts, testimonials, news articles, newsletters, data, etc. Please do not attach an additional budget or 990. Budget information should be included on the application form.

Acceptable file types include jpg, jpeg, pdf, doc, docx.

Please do not upload any attachments until you are ready to submit the application.

Supporting Document:  No file chosen

Supporting Document:  No file chosen

# Review & Submit:

**The system will  
send you back  
to any  
incomplete  
sections. If/  
when all is  
completed, you  
are ready to  
SUBMIT!**

The following is a list of errors found in your eGrant.net submission. Please correct each one and try again.

You have not provided data for the following required fields. Please complete all required fields in order to submit your application.

## Organization Budget

Please enter government revenue or zero. [Go There](#)

Please enter fee revenue or zero. [Go There](#)

Please enter fundraising revenue or zero. [Go There](#)

Please enter donations revenue or zero. [Go There](#)

Please enter foundation grant(s) revenue or zero. [Go There](#)

Please enter other revenue (1) or zero. [Go There](#)

Please enter other revenue (2) or zero. [Go There](#)

Please enter program expenses or zero. [Go There](#)

Please enter general administrative expenses or zero. [Go There](#)

Please enter other expenses or zero. [Go There](#)

**Good Luck and  
thank you for your application.**



# Post Project Grant Procedures

- ☐ You will be notified if you are a recipient of the capacity-building grant cycle.
- ☐ You will receive a grant agreement form, informing you of the purpose of the funds and about the grant reporting process.
- ☐ You must sign and return the grant agreement before your grant payment can be processed.
- ☐ Upon receipt of the grant agreement, we will process your electronic payment and send you a confirmation email when your payment has been processed.
- ☐ In the event that we do not have your ACH information already on file, you may also be requested to provide this information by completing our ACH form.





# How do I complete my Grant Report?

**Grant Reports are due one year after you received the grant.**

**Our online grant report can be found on our website, under Grant Seekers, dropdown to Charity Grant Report or through the following link:**

**[https://wccf.formstack.com/forms/wccf\\_grant\\_report](https://wccf.formstack.com/forms/wccf_grant_report)**

**You will be asked to provide three outcomes and supporting documents to reinforce your results.**



# What should I collect for my reporting?

**The following questions will be asked of your project:**

- ❖ What was your greatest accomplishment through your work, on this project?**
- ❖ How did this grant strengthen your ability to fulfill your mission over time?**
- ❖ What was the most significant conflict or obstacle that you encountered during this project and how did you overcome it?**



- ❖ **How did you measure the success of this project? Please provide data in your response.**
- ❖ **As a result of this project and the grant provided, what are your organization's next steps?**

**\*\*\* Please note: There is a requirement of 1000 characters (140-150 words) and accepts a maximum of 2500 characters (about 400 words), before it will allow you to move on or submit your work.**



❖ Please upload at least:

(1) photo, (1) testimonial, and (1) piece of data collected through your grant work. Any additional documentation can be sent to [allocations@wccf.net](mailto:allocations@wccf.net)

❖ We would love to feature your organization in an upcoming newsletter, social media post, or our website, so let us help share your story.





*Karen L. Sphear*  
*Allocations & Programs Manager*  
*Washington County Community Foundation*  
*The Historic Brownlee House*  
*P.O. Box 308*  
*1253 Route 519*  
*Eighty Four, PA 15330*  
*724-222-6330*  
*Email: [ksphar@wccf.net](mailto:ksphar@wccf.net)*  
*[allocations@wccf.net](mailto:allocations@wccf.net)*