PETER & ELIZABETH **TOWER FOUNDATION**

2019 Grant Guidelines
Strengthening Partner Capacity

The Peter & Elizabeth Tower Foundation supports organizations through funding from three portfolios: (1) Programs & Services, (2) Community Change, and (3) Strengthening Partner Capacity. The Foundation accepts requests for funding from each of these portfolios three times per year. We invite applicants to submit capacity building requests through the Strengthening Partner Capacity portfolio. ***Applications that previously fell under the Small Grants Program or Technology Planning and Implementation Initiative will now be considered in this portfolio.***

This document outlines the new Strengthening Partner Capacity grant guidelines, including how we define capacity building, the types of projects the Foundation will consider in this portfolio, applicant eligibility requirements, how to submit a request through the online portal, an overview of what the grant request entails, and the 2019 submission dates.

What is Capacity Building?

The Foundation recognizes the importance of strong organizational infrastructure for delivering high-quality programming and promoting organizational sustainability. Capacity building can strengthen an organization's systems and competencies or support the growth of external networks and relationships that strengthen a community or field. Under this portfolio, we invite applications for small capital requests, for work that builds staff skills and expertise, for leadership development, for technology infrastructure, for organizational and program planning, and for building strategic partnerships. Strong applications, whether for facilities upgrades or for a convening of local organizations, will demonstrate how grant dollars strengthen organizations or networks.[1]

What Populations Does the Foundation Serve?

Young people age 0-26 affected by:			
Intellectual Disabilities	Learning Disabilities	Mental Illness	Substance Use Disorders

The greater the overlap between the population(s) that your organization serves and the populations of interest to the Foundation, the more competitive your request is likely to be. Please be sure to review the population definitions on the following pages to ensure organizational alignment with the Foundation's interests before developing your request. When in doubt, call or email us.

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[1] For more information, see: Capacity Building 3.0: How to Strengthen the Social Ecosystem from the TCC Group 2015.

What Types of Projects Will the Foundation Consider?

The following are types of capacity building requests that the Foundation will consider through this grant program:

1. **Small capital project or equipment** requiring a one-time (i.e., non-recurring) purchase not to exceed $20,000.

2. **Organizational development**, including strategic planning, business plan development, board development, evaluation, and continuous improvement activities.

3. **Program planning** to support the development of a program or strategic partnership (*not* the implementation of the program).

4. Organizational **professional development** (e.g., evidence-based practices training and implementation).

5. **Convenings, and network- or field-building events** that align with the Foundation's focus areas (the Foundation will not consider event sponsorships).

6. **Mergers and affiliations.** See page five (5) for additional information.

7. **Technology planning and equipment purchases** to support an organization's back-office needs (technology used by staff rather than by clients). See page six (6) for more information.

Requests may include more than one capacity building project type, so long as they are logically related.

The Tower Foundation allows organizations to apply an **administrative and overhead rate** of 15% on grant requests over $100,000, and 20% for requests of $100,000 or less. The administrative and overhead rate for colleges, universities, and affiliated organizations is capped at 10%.

Who Can Apply for a Grant?

Organizations **located in and currently providing services** to one or more of the populations the Tower Foundation serves (see sidebars) within the following regions are eligible to apply for Tower Foundation grants:

Massachusetts	New York
• Barnstable County • Dukes County • Essex County • Nantucket County	• Erie County • Niagara County

Additionally, applicants must be:

- not-for-profit organizations with a 501(c)(3) designation that are not private foundations, or
- not-for-profit public benefit corporations, or
- public and diocesan school districts, or
- private and charter schools.

An **Intellectual disability** is a disability characterized by significant limitations both in intellectual functioning and adaptive behavior, which covers many everyday social and practical skills. This disability originates before the age of 18. Intellectual functioning refers to general mental capacity, such as learning, reasoning, and problem solving.

Adaptive behavior comprises three skill types:

1. Conceptual skills (e.g., language and literacy; money; time; number concepts; self-direction)

2. Social skills (e.g., interpersonal skills, social responsibility; self-esteem, gullibility, naïveté, social problem-solving; ability to follow rules/obey laws and avoid being victimized)

3. Practical skills (e.g., personal care, occupational skills; healthcare; travel/transportation; schedules/routines; safety use of money use of telephone.

American Association on Intellectual and Developmental Disabilities, 2011

Substance use disorders occur when the recurrent use of alcohol and/or drugs causes clinically and functionally significant impairment, such as health problems, disability, and failure to meet major responsibilities at work, school, or home.

Substance Abuse and Mental Health Services Administration

While organizations may have more than one active Tower Foundation grant at any given time, preference may be given to organizations that have not received a grant award recently.

If your organization's request for funding is declined, your organization may reapply as soon as the following cycle. Please note that your organization **may only submit one request** across all of the Tower Foundation's funding opportunities in any given cycle.

How Much Funding is Available?

The Foundation anticipates allocating a total of $450,000 for its 2019 Capacity Building Grants program, with $150,000 allocated to each of the three grant cycles.

The Tower Foundation is open to a wide range of projects through this grant program. As a result, we expect there to be quite a bit of variability in the amount requested by each organization and the amount of time needed to implement each project. We expect the majority of requests to fall between $10,000 and $30,000 total with a one-year duration. In some cases, costs will exceed that range as will the time needed for implementation. When in doubt, contact us.

What Won't the Foundation Fund?

The Foundation does not fund programs or projects that:
- provide private benefits for any grant recipient or affiliated person,
- attempt to influence legislation or intervene in any political campaign,
- contribute to capital campaigns,
- consist of scholarships, services, or treatment for specific individuals,
- consist largely of general operating support.

Please note that, with the exception of planning grants, Strengthening Partner Capacity requests, unlike Programs & Services, *may not include* staff time.

If you have questions about whether or not your organization or project idea would be a fit, we encourage you to contact a Program Officer prior to building out your grant request. See page four (4) for contact information.

How Does My Organization Apply for a Grant?

All grant requests must be submitted through the Foundation's online portal:

http://thetowerfoundation.fluxx.io

To ensure that requests are submitted on time, applicants are encouraged to create an online portal account at least **one week prior** to the preliminary grant request deadline. Individuals who have registered previously do NOT need to re-register; please log in using your existing account.

A **learning disability** is a lifelong condition which interferes with the ability to learn. It is a neurological disorder that affects the ability of the brain to process, store and respond to information. There are different types of learning disabilities that can affect different areas of processing, such as learning to read, reading comprehension, writing and spelling, organizing written and spoken language, mathematical operations, decision making, and the development of fine motor skills. Individuals with LD may be particularly gifted in other skills and are typically of normal intelligence.

American Association for Pediatric Ophthalmology and Strabismus

Mental illness includes medical conditions that disrupt a person's thinking, feeling, mood, ability to relate to others and daily functioning. Just as diabetes is a disorder of the pancreas, mental illnesses are medical conditions that often result in a diminished capacity for coping with the ordinary demands of life.

Serious mental illnesses include major depression, schizophrenia, bipolar disorder, obsessive compulsive disorder (OCD), panic disorder, post-traumatic stress disorder (PTSD) and borderline personality disorder.

National Alliance on Mental Illness

What Does the Grant Request Entail?

In addition to basic organizational information and a brief summary, organizations will be asked to respond to four questions: (1) What do you want to do? (2) Why do you want to do it? (3) How do you want to do it? (4) What do you need to do it? Specific to Strengthening Partner Capacity grants, organizations will also be asked to briefly describe the impact your project will have on your organization, network, or field.

Applicants will be asked to provide a budget, along with quotes for any single items or services that exceed $1,000. Some applicants will receive a grant award or decline following the initial submission of this request without any additional follow-up from the Foundation. The Foundation will contact other applicants for clarification or more information as the request warrants.

For additional guidance, and to access the Strengthening Partner Capacity application questions in their entirety, log in to the Tower Foundation online portal. An application preview is also available on our website on the "Apply for a Grant" page.

When Can I Apply?

2019 Grant Application Cycles and Time Line

January		May		August	
Applicants Create Online Portal Accounts	1/9	Applicants Create Online Portal Accounts	5/8	Applicants Create Online Portal Accounts	9/4
Preliminary Grant Requests Due	1/16	Preliminary Grant Requests Due	5/15	Preliminary Grant Requests Due	9/11
Clarification Calls (if required)	1/23-2/4	Clarification Calls (if required)	5/22-6/3	Clarification Calls (if required)	9/18-9/30
Requests for more information sent (if required)	2/7	Requests for more information sent (if required)	6/5	Requests for more information sent (if required)	10/2
Proposal Decisions Sent	4/10	Proposal Decisions Sent	8/7	Proposal Decisions Sent	12/4

Preliminary grant requests must be received by 11:59:59 p.m. on the stated deadline. Requests submitted after the deadline will be considered during the next cycle.

How Do I Get in Touch with the Foundation If I Have More Questions?

If you have questions about the Foundation's Strengthening Partner Capacity grant guidelines, please contact us.

Chuck Colston, Program Officer
cec@thetowerfoundation.org
716-689-0370 x206

Megan MacDavey, Program Officer
mtm@thetowerfoundation.org
716-689-0370 x203

Don Matteson, Chief Program Officer
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Nick Randell, Program Officer
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Special Requirements At-A-Glance

SPECIAL REQUIREMENTS			
TYPE OF REQUEST	**Maximum dollar request***	**Staff costs allowable**	**Match requirement**
Small capital or project equipment	$20,000	No	No
Organizational development	None	No	No
Program planning	None	Yes	No
Organizational professional development	None	Case-by-case	No
Convenings, and network- or field-building events	None	Case-by-case	No
Mergers and affiliations	None	No	Preferred cash and in-kind
Technology planning	$20,000	No	Preferred
Technology implementation	$50,000	No	Cash match required

For those Strengthening Partner Capacity requests without a maximum request identified, please remember that the maximum amount available for all Strengthening Partner Capacity grants in any given cycle is $150,000.

Accommodations

The Peter & Elizabeth Tower Foundation is committed to making its guidelines and applications accessible to all. If you require an accommodation, please contact us at info@thetowerfoundation.org or 716-689-0370 to make arrangements.

Notice for Prospective Applicants

By submitting this proposal to the Foundation, you, as the applicant or its duly authorized representative, hereby agree and consent that the Foundation may disclose to any employee, trustee or professional representative of the Foundation, or to other potential funding sources or their representatives for possible collaboration, this proposal and all supporting materials which have been or will be submitted in connection therewith, including but not limited to the applicant's grant request.

Appendix A
Tips for Technology Requests

Although the Foundation has ended its formal Technology Initiative, it still considers technology planning and implementation grant requests as part of the Strengthening Partner Capacity grants program. The following are tips for developing a request to the Tower Foundation focused on planning or implementation support of new technology for your organization.

Please note that a technology plan must be in place at an organization <u>before</u> a request for funds to purchase technology will be considered.

Technology Planning

The Tower Foundation will entertain requests for costs associated with hiring an outside technology consultant to assist with developing a technology plan. Grant funds will be used for outside consultants to:

- conduct a comprehensive hardware and software inventory;
- develop a technology needs assessment; and
- produce a technology plan with a one-to-three year time line that <u>makes explicit reference to the organization's strategic or business plan</u>.

The Tower Foundation will not fund staff time spent working on technology planning as part of this grant request.

Technology planning requests may not exceed $20,000.

Technology Implementation

The Tower Foundation will support costs associated with purchasing equipment, software, training, and services necessary for implementing the agency's technology plan.

The Tower Foundation will not fund staff time spent working on technology implementation as part of this grant request. In addition, the following are not allowed as part of this request:

- developing custom software applications or we b-based information portals
- advanced information technology training (e.g., certifications)
- software licensing or subscriptions to cloud-based services beyond the first year of implementation
- service/maintenance contracts beyond the first year of implementation

The Tower Foundation requires that all organizations submitting a Technology Implementation grant request to provide a dollar-for-dollar cash match. Matching funds may come from any source of unrestricted funds (e.g., operating funds, unrestricted reserves) or awards designated for the technology implementation project specifically. The maximum request for a technology implementation grant is $50,000.