



# PETER & ELIZABETH TOWER FOUNDATION

## Strengthening Partner Capacity

### 2019 Application Preview

The Tower Foundation entertains requests for the following through its Strengthening Partner Capacity grants program: small capital projects or equipment; organizational development; planning for the development of a program or strategic partnership; organizational professional development; convenings, and network- or field-building events; mergers and affiliations; technology planning and equipment purchases. For further description of each of these request types, see the 2019 Strengthening Partner Capacity Guidelines.

This document provides an overview of the online application. Create a request in the Tower Foundation online portal to get started on your application: <http://thetowerfoundation.fluxx.io>

### Organization Information

We're looking for some pretty standard information here. Where do you work, who do you serve, and what do you do?

1. Which of the Tower Foundation counties does your organization serve?
2. What age groups does your organization serve?
3. Organization's current/most recent annual operating budget
4. What is your organization's mission?
5. What services/programs does your organization provide?

### Project Details

1. **Project Summary: What are you trying to accomplish?** *(300 character limit)*  
Imagine explaining your project in two very short sentences (or one tweet). That's what we're looking for here. This is the express elevator pitch. Don't worry, we promise to keep reading.
2. **What do you want to do?** *(No character limit)*  
This is the longer, slower elevator pitch. We're looking for a high level, general description of what you're trying to accomplish. Don't get into the concrete details of the project yet — that's going to come up later in the "How do you want to do it?" section.
3. **Why do you want to do it?** *(No character limit)*  
Tell us why you see your capacity building project as important and/or urgent for your organization. Give us some background information to help us understand the issue(s) and how it affects your organization.

This is also where you'd want to make some really clear connections between your organization and the Foundation's focus areas. As a reminder, organizations and projects that are aligned closely with the Foundation's focus areas are more likely to be competitive in their applications for capacity building support.



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#### 4. **How do you want to do it?** *(No character limit)*

Now you can get into the nuts and bolts of your capacity building activities! Be as detailed and concrete as you like. If your project will depend on the strength of local partnerships, be sure to describe where these stand and what you'll do to develop and nurture them.

#### 5. **What do you need to do it?** *(No character limit)*

Since you're applying for a grant, we assume you need money. Give us a sense of how much money you need and what you expect to spend it on. If you have already received quotes for equipment or any consulting services you need, it's helpful to let us know.

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 and universities is capped at 10%.

Even though this section seems focused on the dollars, some required resources might not come with a price tag. If it makes sense, you can also use this section to discuss less tangible requirements (e.g., culture change, interagency cooperation, community engagement).

#### 6. **Work Plan** *(No character limit)*

*This section is **not** required for small capital projects or equipment, organizational development, program planning, or convening/event requests.*

The work plan should be a simple, high-level overview of the major tasks that make up your project. Generally, we are looking for quarterly milestones for your project.

#### 7. **Project Impact** *(No character limit)*

What could you point to that would demonstrate that the organization is better off as a result of your capacity building project?

#### 8. **Budget Requirements**

All requests for the Strengthening Partner Capacity Grants program must include a budget. A budget template is available in the online portal. Generally, we are looking for the following:

- The budget should clearly outline all expenses associated with implementing the proposed project.
- The budget should also include all revenue sources known, including any cash and in-kind contributions from the organization and funding from other sources.
- Quotes are required for purchases of goods or services exceeding \$1,000.

### What comes next?

Some applicants will receive a grant award or decline following the initial submission of this request without any additional follow-up from the Foundation. Some organizations will hear from us for clarification or more information as warranted by the request. When in doubt, contact us.



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## Contact us with questions:

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