



PETER & ELIZABETH TOWER FOUNDATION

Strengthening Partner Capacity

Application Preview

The Foundation is interested in funding requests that, “[build and/or strengthen the systems, structures, cultures, skills, resources, and power that organizations \[and collaboratives\] need to serve their communities.](#)”

Before You Start Looking at the Questions

Please [drop us an email](#) (info@thetowerfoundation.org) to let us know what accommodations would make it easier for you to apply.

Organization Information

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

1. Which of the Tower Foundation counties does your organization serve? (Barnstable, MA; Dukes, MA; Erie, NY; Essex, MA; Nantucket, MA; Niagara, NY)
2. What age groups does your organization serve? (Children, Adolescents, Young Adults)
3. Organization’s current/most recent annual operating budget
4. In what issue areas does your organization work? (intellectual disabilities, learning disabilities, mental health, substance use disorders)
5. What is your organization’s mission?
6. What services/programs does your organization provide? Highlight existing programs within the Foundation’s service area.

Diversity, Equity, Inclusion Information

As noted above, we realize that it’s a tough time to be sharing information about DEI openly. **[PLEASE CONSIDER ALL QUESTIONS IN THIS SECTION TO BE OPTIONAL](#)**, but we appreciate anything you’re willing to share.

The Peter & Elizabeth Tower Foundation strives to incorporate a deliberate diversity-equity-inclusion (DEI) lens in its grantmaking practice. To help the Foundation understand more about organizations and beneficiaries they support, we ask grant applicants to tell us how their organization’s leadership, workforce, and governance reflect DEI.

The Foundation will give preference to applications from organizations that are led by people who reflect the identities (e.g., race or disability) and/or lived experiences (e.g., addiction, mental illness) of the populations they serve.

1. If your organization collects demographic data, please enter the number of individuals of each race/ethnicity for each role in the chart below to give us a sense of your organization’s racial and ethnic diversity. (Continue to the next question if your organization does not collect this information.) For “People Served,” please consider those served in the last fiscal or calendar year.

Race/Ethnicity (Please enter numbers for each)	Executive Director(s)	Staff (excluding Executive Director)	Board of Directors	People Served
African American/Black				
American Indian/Alaskan Native				
Asian				
Hispanic/Latina/ Latino				
Middle Eastern/North African				
Native Hawaiian/Pacific Islander				
White				
Biracial/ Multiracial				
Other/Unknown				

2. Our organization is BIPOC (Black, Indigenous, or People of Color)-led. Select all that apply:
 - Executive Director identifies as BIPOC
 - Majority of Staff identify as BIPOC
 - Majority of the Board identifies as BIPOC

3. Our organization is led by people with disabilities. Select all that apply:
 - Executive Director is a person with a disclosed disability
 - Majority of Staff identify as people with disabilities
 - Majority of the Board identifies as people with disabilities

4. The organization is led by people who reflect another key identity of the population served (e.g., LGBTQ or in recovery). Select all that apply:
 - Executive Director reflects a key identity of the population served
 - Majority of Staff reflect a key identity of the population served
 - Majority of the Board reflects a key identity of the population served

Please describe the key identities to which you are referring: *(No character limit)*

5. What additional information about your organization's diversity and inclusion practices would you like to share? *(No character limit)*

The Tower Foundation will give preference to organizations that are led by people who reflect the identities (e.g., race or disability) and/or lived experiences (e.g., addiction, mental illness) of the populations they serve. Consider telling us how you incorporate the perspectives of the populations you serve in your work, and what you are doing to make systems, access, and outcomes more equitable.

Please note: Equal employment opportunity or non-discrimination policies do not constitute diversity, equity, and inclusion practices.

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 exciting 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, including a description of the people you serve. Organizations that are more closely aligned with the Foundation's focus areas are more likely to be competitive in their applications for capacity building support, especially those serving young people who also have intersecting identities as members of historically marginalized communities (e.g., Black/African-American, Hispanic/Latinx, Native American/Indigenous Peoples, disability, housing insecure, immigrant/refugee, LGBTQIA+).

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. We think it's important to include the voices and perspectives of the people you serve in your work whenever possible. As applicable, please let us know how your request reflects community input and how the people you serve may be involved in carrying out this project. 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. The more detail you can provide in this section, the easier it is for us to make partial awards if we can't fund your request fully. If you have already received quotes for equipment or any consulting services you need, it's helpful to let us know.

Unless otherwise communicated by a Program Officer, the administrative overhead rate for Strengthening Partner Capacity grants is 20%. The administrative 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. Budget Requirements

The Foundation requests, but does not require, a budget or quotes for Strengthening Partner Capacity grants. Quotes for goods or services are not required.

Project Team

You will need to identify individuals in your organization that will serve as primary contact, signatory contact (the person responsible for signing grant agreements), and fiscal contact (the person to contact regarding payments). If they do not already exist in our grants management system, you will need to add them.

What Comes Next?

The Foundation might contact some applicants for clarification or more information if needed. Most applicants will receive a grant award or decline within about six weeks of the submission deadline without any additional follow-up from the Foundation. If you haven't heard from us within six weeks, please make sure to check your spam/junk email folder. If you don't find an email from us in there, or if you have any other questions about your request, contact us.

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 funding opportunity, please contact us. You can send us an email at info@thetowerfoundation.org or schedule a 30-minute phone call with a Program Officer at <https://towerfdn.link/30-min-call>

Having Problems with the Grants Portal?

- If you're having trouble with the grants portal (e.g., you aren't able to create a new application), please use the Support button on the grants portal home page to request assistance. Please **DO NOT** send an email to the general info email address or to any specific Program Officer (even if you know them well and really like them).
- If the issue is that you can't get into the grants portal, please try a password reset (there's a link on the login screen). If that doesn't help, please send an email to support@thetowerfoundation.org and our system administrators will get you squared away.