

MICHIGAN HEALTH ENDOWMENT FUND

2021 CAPACITY BUILDING REQUEST FOR PROPOSALS

2021 CAPACITY BUILDING GRANT TIMELINE

November 16, 2020	Grants portal opened for applicants
November 19, 2020	Informational webinar at 10 a.m.
December 8, 2020	Concept papers due by 5 p.m. (strongly encouraged)
January 21, 2021	Applications due by 5 p.m.
May 13, 2021	Awards announced

A. PROGRAM OVERVIEW

The intent of this grant program is to assist health-focused, community-based organizations in becoming stronger, more effective institutions within their community by meeting basic organizational needs, allowing them to spend more time and energy focused on their mission and collaborative efforts.

CAPACITY BUILDING FOR INTERNAL OPERATIONS

Capacity grants are designed to increase health-focused, community-based organizations' effectiveness or sustainability across Michigan. We will prioritize organizations with operating budgets under \$5,000,000 and an explicit focus on a health issue that aligns with the Health Fund's [eight priority areas](#).

Capacity building grants will cover expenses to help an organization reach a specific operational goal. Requests should focus on internal organizational capacity rather than coalition, community, or program development. Applicants should consider what internal work would be most essential to ensuring the organization's consistent, effective function within the community it serves.

Some examples include:

- ✓ Communications/marketing
- ✓ Evaluation and learning
- ✓ Financial management
- ✓ Merging of resources or administrative functions between nonprofits
- ✓ Staff or board leadership development
- ✓ Succession planning

While not a requirement, applicants may want to consider completing an optional [organizational assessment](#) to help in identifying priorities and discuss the results with board and staff members to develop a plan of action prior to submitting a proposal.

GRANT RANGE: Up to \$50,000

- Proposal cannot exceed 20% of your organization's budget
- Administrative/indirect costs cannot exceed 10% of proposal budget
- Grants are limited to one year of duration, and the total request is limited to \$50,000
- Grassroots organizations, small and medium size nonprofits are encouraged to apply

B. ELIGIBILITY

Applicants must:

- Be recognized by the Internal Revenue Service as a nonprofit organization;
- Be based in Michigan;
- Have a current certified financial audit; and
- Have at least 1 FTE.

The following are excluded from funding consideration:

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| ✗ Hiring of new staff | ✗ Routine strategic planning | ✗ Electronic medical record (EMR) purchases |
| ✗ Fundraising plans | ✗ Startup funds for a new nonprofit | ✗ Community health needs assessments |
| ✗ Clinical research | ✗ Capital projects | ✗ Ongoing program operations and staffing |
| ✗ Loans | ✗ Litigation | ✗ Lobbying activities |
| ✗ Tuition costs and related fees | ✗ Health-related emergencies, including increased COVID-19 testing capacity and requests for the purchase of personal protective equipment | ✗ Organizations that discriminate because of age, race, ethnic origin, religion, sexual orientation, disability, or gender |

HELPFUL HINTS

- **Start with an organizational assessment.** Organizational capacity needs may appear to be clear, but an [organizational assessment](#) can help determine where to focus your capacity efforts first.
- **Clearly explain your project and the internal issues it will address.** Limit the use of buzzwords and jargon throughout your proposal in favor of plain language that accurately describes your intended impact.
- **Anticipated organizational improvements should be clear.** Describe how the funding will help your organization reach a specific goal, and the impact that it will ultimately have on the community you serve.
- **Make use of resources already at your disposal.** Did you know that every organization that has applied for a Health Fund grant has access to [Catchafire](#), a virtual capacity building service that matches nonprofits with professional, pro-bono volunteers? Check to see if what you are proposing can be handled through the [Catchafire platform](#) before applying.

C. APPLICATION PROCESS

STEP 1: CONCEPT PAPER

We **strongly encourage** you to submit a concept paper for feedback prior to submitting a full proposal. While not required, this step results in stronger proposals and helps clarify our priorities for potential applicants. Please keep concept papers to no more than two single-spaced pages.

The concept paper should include the following sections in this order:

- Organization name and mission
- The primary health issues the organization focuses on
- Project information
 - Title
 - Brief description
 - How the project will continue or have an impact after the grant period ends
- Estimated budget (no detailed breakdown required, just tell us what the budget will cover and the total requested).

Send concept papers to rfp@mihealthfund.org by **5 p.m. on December 8, 2020**.

STEP 2: APPLICATION

Applications must be submitted through the Health Fund's grants portal. The portal requires you to use Google Chrome.

[CLICK HERE TO VISIT THE GRANTS PORTAL](#)

While the grants portal does not have a word limit function, please limit the total narrative to the equivalent of five single-spaced pages using standard 12-point type and one-inch margins. Attachments do not count toward the five-page limit.

D. MORE INFORMATION AND FURTHER QUESTIONS

To register for the informational webinar on November 19 at 10:00 a.m., [please click here](#). If you are not able to attend, a recording will be available to view on the [Community Health Impact page](#) of our website.

For helpful tips and additional information:

- Read the [Community Health Impact program page](#)
- Learn more about [eight focus areas](#)
- View our [FAQ](#)
- Visit the [grants portal](#) to view the application questions and required documents
- Check out our list of [resources for health data](#) and other tools

If you have further questions, please contact Health Fund staff at rfp@mihealthfund.org.

The Health Fund Board of Directors has sole responsibility for all grant decisions.