MICHIGAN HEALTH ENDOWMENT FUND

2025 ORGANIZATIONAL CAPACITY BUILDING
GRANT APPLICATION QUESTIONS

To help organizations work collaboratively in submitting proposals to our 2025 Capacity Building Initiative, we're sharing the application questions below.

PLEASE NOTE THIS DOCUMENT IS FOR REFERENCE ONLY. ALL APPLICATIONS MUST BE SUBMITTED THROUGH OUR ONLINE GRANT PORTAL BY 5:00 P.M. ET ON FEBRUARY 20, 2025.

Application narratives should be approximately 8 single-spaced pages or 4,000 words in total, not including attachments.

PROJECT INFORMATION

The **Organizational Capacity Building Initiative** assists health-focused, community-based organizations in becoming stronger, more effective institutions within their community, allowing them to spend more time and energy focused on their mission and collaborative efforts.

These grants are designed to increase health-focused, community-based organizations' effectiveness and sustainability across Michigan. We will prioritize funding for organizations that have an explicit focus on a health issue that aligns with the Health Fund's priorities.

To help organizations work collaboratively in submitting proposals, we're sharing the application questions below.

PROJECT SUMMARY

In this section, we'll ask for the basics: **Project Title, Request Amount, Project Start Date**, and **End Date**. More info can be found in the grant portal. We'll also seek detailed information on the following:

A. **BRIEF DESCRIPTION**: Please provide a brief overview (no more than three paragraphs) of your proposed activities including a description of what success would look like at the end of the grant.

B. **GEOGRAPHIC REACH:** Please share the specific communities or geographic region(s) your organization serves.

WHAT WE'RE LOOKING FOR:

In the first part of the question, we'll ask applicants to describe the geography type that applies to their project (i.e. city/township, county, region, statewide). In the second part, applicants will be asked to define the specific geography the project would serve.

C. **ORGANIZATION'S MISSION**: What unique gap within the community does your organization fill? What health issues, challenges, or needs does your organization address? How will this funding support your organization's mission and strategic priorities?

D. **CAPACITY:** How will this specific request improve your organization's capacity to address individual, programmatic, organizational, or other challenges? *Optional: Consider attaching an implementation plan and timeline with key deliverables or key milestones.*

E. **COMMUNITY BENEFIT:** How will your stakeholders or people you serve directly or indirectly benefit from this investment?

F. **PROJECT OUTCOMES**: From the lists below, select up to three short-term and up to three long-term outcomes that you will measure and report on for this project. For additional descriptions of these outcomes [click here](#).

Short-term Outcomes:

• Enhanced and integrated evaluation activities

• Improved organization leadership and/or executive coaching

• Increased efficiency in internal and/or external facing processes

• Increased partnerships

• Organization is better able to implement new evidence-based practices

• Organization is better able to serve clients or stakeholders

Long-term Outcomes:

• New or increased financial contributions

• Organization is better able to fulfill its mission

• Organization is better able to serve clients/stakeholders

• Sustained operational improvements/permanent changes

G. **OUTCOMES MEASURES:** How will you measure progress on each of the selected outcomes? Include descriptions for measuring both short-term and long-term outcomes.

H. **ORGANIZATIONAL ASSESSMENT:** Has your organization completed any assessments to identify specific capacity needs? If so, please describe the identified needs in the text box below and/or upload appropriate documentation in the Attachments section.

I. **COLLABORATION:** Will you collaborate with other organizations or consultants on this project? If yes, please describe how and upload a scope of work, if available.

ADDITIONAL DOCUMENTS

In addition to answers to these questions, applicants will provide budget information and other proposal materials through **[the grant portal.](#)** This includes a list of required attachments, including:

1. A cover letter signed by the president or authorized official of the applicant organization
2. List of board of directors with affiliations
3. Current annual operating budget, including expenses and revenue
4. Most recent annual financial statements (audited or independently reviewed, if available)
5. Organizational chart
6. Detailed project budget (in Excel or as a PDF, see [sample template](#))
7. Budget narrative (may be included within the detailed project budget or attached separately)
8. Scope of work for collaborator/consultant (if applicable)
9. Capacity building needs assessments (optional)

Please [log in](#) to get started, or view [our RFP](#) for information about our priorities and required documents.