



2024 Capacity-Building Mini-Grant Program for Otsego County Nonprofits ***New York Council of Nonprofits***

Applications Due Date: Monday, April 8, 2024

Purpose of Grants

The capacity-building mini-grant program is intended to improve the governance and management operations of qualifying 501(c)(3) nonprofits that are located or provide significant services in Otsego County. The program is made possible with support from The Scriven Foundation.

Amount Limits

You may apply for more than one category, but may be asked to prioritize depending on the availability of funds. Past grant awards have averaged \$1,350 per organization.

Request limits are as follows:

- Up to \$2,000 for general governance and management assistance.
- Up to \$2,500 for merger, consolidation, subsidiary development, or crisis management intervention services.
- Up to \$1,650 scholarships for participation at a capacity-building program sponsored by NYCON:
 - April 17-19, 2024: Executive Director Leadership Retreat, for EDs with six months to five years of experience, to be held at Hotel Trilogy in Latham. Cost: \$1,650.
 - Fall 2024 or Spring 2025 Executive Director Leadership Retreat: Dates to be determined.
 - Camp Finance 2024, to be held October 9-10, 2024 at the Sagamore Resort in Bolton Landing. Cost: Up to \$1,500, including conference registration and accommodations at the Sagamore for two nights.
- \$500 to \$1,650 scholarship for participation at a capacity-building program sponsored by another qualified provider.

Applicant and Project Eligibility

To be eligible, applicants must be:

- 501(c)(3) organizations that are located within, or provide a substantial service to, residents/visitors of Otsego County.
- Consultants to be engaged are qualified and available at a reasonable cost.
- Projects must improve the governance, management, and program service capacity of the applicant.

Examples of types of eligible projects include, but are not limited to, the following:

- Board development/training
- Strategic planning
- Financial management (policy development, internal control review, software conversion, etc.)
- Legal assistance (including incorporation/application for tax-exemption, bylaw or personnel policy development and review, contract analysis, merger or consolidation planning, etc.)
- Organizational assessment
- Employee compensation analysis
- Personnel evaluation, including Executive Director
- Program evaluation
- Merger/consolidation/strategic alliance exploration or facilitation
- Employee team building
- Fund development planning
- Marketing plan development
- Entrepreneurial venture planning and development
- Professional development or training

Organizations do not have to be a NYCON member to apply. Grant funding is limited, and applications will be accepted until April 8, 2024. *If interested in a scholarship for the April 17-19 Executive Director Retreat, contact Kate McNally as space is limited. She can be reached at 800-515-5012 ext. 114 or kmcnally@nycon.org.*

Grants will be awarded competitively to qualifying nonprofits with approved project activities. *Priority* will be given to those projects that demonstrate one or more of the following:

- Complete application received by the deadline;
- First-time applicant;
- Applicant has an annual budget of under \$5 million;
- The capacity-building benefits of the project to the organization are clearly articulated, measurable, and need is demonstrated;
- Applicant's board and management is committed to maximizing the benefits of the assistance;
- Requested service would not likely occur as proposed if grant were not secured;
- Nonprofit financially participates (if it has the capacity to do so).

Ineligible Project Expenses

The following activities are not eligible for the mini-grant program:

- Grant research and writing;
- Capital or hardware purchases;
- Software purchases that are not directly related to improving organizational or financial management capacity;
- Reimbursement for employee time spent on the project;
- Consultancies or training that are already in progress;
- The implementation of fundraising activities or plans, including paying a fundraiser to solicit dollars.

Applicant Choice of Consultants

Applicants may choose the consultant(s) of their choice. NYCON also can assist in all criteria areas, and more information is available on request. Determination of an award will be made in accordance with the stated criteria.

Application Deadlines

Grant awards will be announced in May or early June. (Those requesting scholarships for the April 17-19 Executive Director Retreat will be told of awards in advance of April 15.) Funds must be expended by December 31, 2024 (except for attending the Spring 2025 Executive Director Retreat). A final report will be due upon completion of the project.

Proposal Submission

Proposals should be submitted online here: [Otsego 2024 Mini-Grant Application](#)

For Further Information

Call or email Senior Capacity Building Advisor Kate McNally at 800-515-5012 ext. 114 or kmcnally@nycon.org.