

## **APPENDIX II**

### **CAPACITY BUILDING REQUESTS**

If applying for capacity building support, provide the information requested below, in addition to the organizational information requested in Section Two.

- Please provide a brief overview of the strengths and major challenges facing your organization at this time.
- Please describe the specific capacity issue or need to be addressed with this request.
- How was the issue identified? Include information about how the board and other key stakeholders were involved in identifying the issue or need.
- Is your organization currently working on this issue? If so, where are you in the process? Have you worked to address this issue previously? If so, what were the outcomes of these efforts? Please identify any current, past, and potential funders of this capacity building project, the amounts you have received or requested, and the status of the request.
- Identify key staff or board members who will be involved in the project. Briefly describe what skills and experiences they will bring to the project.
- Are there specific consultants or groups that the organization will collaborate with to address the identified capacity issue? What was the process and criteria for selection? If your project includes software, equipment, or other products, please describe the process and criteria for selection.
- Describe how evaluation results will be used for program planning—for both the organization and for others doing similar work.
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- If there is additional information that is vital to convey in this proposal, do so here.

Please describe key outcomes.

- List at least three specific, measurable short-term outcomes.
- Describe your methodology for data collection and evaluation.
- What will be the long-term impact of this project? How will the project strengthen your organization, enable you to deliver programs or services more effectively, and better achieve the organization's mission? How does it further the goals in your strategic plan?

### **APPENDIX II ATTACHMENTS**

- Current strategic plan for organization (if available)