



Apply for a grant today!

All the information you need is right here.



GRANT APPLICATION PROCESS

This packet provides you with a detailed look at the grant application process for Flashpoint Fund. Don't worry, it's only detailed to make things easier for you, not because the process is complicated!

Please use this packet to plan out your application only. You ***must apply online*** and upload all supporting documents via our website: flashpointfund.com/apply.

Step 1

CONFIRM ELIGIBILITY

Review your eligibility requirements (on the next page) and confirm your organization is eligible for a Flashpoint Fund grant.

Step 2

ASSESSMENT

Complete the organizational assessment form to identify your strengths and weaknesses as an organization. Use the results of the assessment to inform your application's capacity building areas. You will find a copy of the organizational assessment form in this packet.

Step 3

COMPLETE GRANT APPLICATION

Review and complete the grant application and gather your supporting documents. You will find all of the details and requirements for applying in this packet.

Step 4

COMPLETE PROJECT REPORT

After your organization has received a grant and completed your capacity building project, Flashpoint Fund wants to hear your success story! Find a copy of our project report at the end of this packet.

After reviewing the process in the following pages, please complete your official assessment and application online on our website. **Only online applications will be accepted** for Flashpoint Fund grants.



ELIGIBILITY & AWARD AMOUNTS

We understand that every nonprofit is pressed for time and resources so we have made the Flashpoint Fund application process as simple as possible.

Who should apply?

Organizations (nonprofits, ministries, and community organizations) seeking funds for capacity building purposes. Funding is provided to cover the cost of trainers, consultants, coaches, and other capacity building providers. We believe capacity building is an imperative component of the long term sustainability and success of nonprofit organizations. Learn more about the areas of capacity building on our website.

Organizations should:

- ☐ be located near the Central Virginia region
- ☐ have 501 (c)(3) tax-exempt status
- ☐ be operating on a budget of \$500,000 or less
- ☐ executive director in position for a minimum of one year
- ☐ board of directors in position for a minimum of one year

Who should not apply?

- Organizations seeking funds for general program costs. Organizations must be seeking funds for capacity building only.
- Government entities (state or local governments)
- Universities or colleges
- Advocacy groups
- Political candidates, campaigns or groups
- Endowments or foundations
- Individuals not associated with an organization

Additional details:

- organizations may apply for one grant per year
- organizations may re-apply every year (one year after first grant is received)
- preference will be given to organizations who have not yet received a grant
- organizations may re-apply for additional grants every year

The Flashpoint Fund will award a maximum of \$3,000 per year to each accepted applicant. The amount will depend upon the scope of the grant application.

Monies not utilized may be credited towards another project; therefore, funds may be used in a retainer format for up to one year from the original date granted. For example, if a three-day session strategic planning session was conducted for \$1,000, the grantee may spend the remaining funds (\$2,000) towards any other capacity building need such as sending a staff member to a local training session, the purchase of resource books or computer software, etc.

It is preferred that any of these expenditures also relate to your assessed need as well.

ASSESSMENT

1. BOARD GOVERNANCE

The following indicators are in regard to ensuring a high-quality Board of Directors.

NEEDS WORK MET

The Board of Directors is an active and engaged body managing finances, mission and vision, and strategic planning.

1 2 3 4 5

The roles of the Board and the Chief Executive Officer are defined and respected.

1 2 3 4 5

The Chief Executive Officer is recruited, selected, and employed by the Board of Directors. The Board provides clearly written expectations and qualifications for the position, as well as reasonable compensation.

1 2 3 4 5

2. FINANCIAL MANAGEMENT

The following indicators are in regard to ensuring high-quality financial transactions, analysis and management.

NEEDS WORK MET

The organization prepares financial statements on a budget-versus-actual (comparative basis) to achieve a better understanding of their finances.

1 2 3 4 5

The organization prepares financial statements on a budget-versus-actual (comparative basis) to achieve a better understanding of their finances.

1 2 3 4 5

The organization develops an annual comprehensive operating budget which includes costs for all programs, management and fundraising and all sources of funding. This budget is reviewed and approved by the Board of Directors.

1 2 3 4 5

The organization has documented a set of internal controls, including handling of cash and deposits and approval over spending and disbursements.

1 2 3 4 5

ASSESSMENT

3. FUNDRAISING & DEVELOPMENT

NEEDS WORK MET

The following indicators are in regard to ensuring high-quality fundraising planning and activities.

The Board of Directors and organization staff are knowledgeable about the fundraising process and the roles in the organization.	1	2	3	4	5
The organization's Board of Directors has established a committee or task force charged with developing, evaluating and reviewing fundraising policies, practices and goals.	1	2	3	4	5
The Board of Directors, Chief Executive Officer and committees support and participate in the total fundraising process, including project identification, cultivation, solicitation and recognition.	1	2	3	4	5

4. HUMAN RESOURCES & PERSONNEL

NEEDS WORK MET

The following indicators are in regard to ensuring high-quality staffing and supervision.

The organization has a written personnel handbook/policy that is regularly reviewed, updated and approved by Board: a) to describe the recruitment, hiring, termination and standard work rules for all staff and b) to maintain compliance with government employment laws and regulations.	1	2	3	4	5
The organization's Board of Directors conducts an annual review/evaluation of its Chief Executive Officer in relationship to a previously determined set of expectations.	1	2	3	4	5

5. INFORMATION TECHNOLOGY

The following indicators are in regard to ensuring high-quality technology that empowers them to fulfill their missions and serve their communities.

NEEDS WORK MET

The organization has all of the IT resources that it needs to function and meet its mission and vision.	1	2	3	4	5
The organization has a system in place to determine which IT functions can be managed in-house and which require contracting with professional tech support.	1	2	3	4	5

ASSESSMENT

6. LEGAL

The following indicators are in regard to legal considerations typically addressed in nonprofits.

NEEDS WORK MET

All relevant legal filings are current and have been made according to the laws and regulations of the nonprofit's country.	1	2	3	4	5
The organization is registered with and has filed its annual report with the appropriate governmental agency.	1	2	3	4	5
Tax reports are filed on a regular basis.	1	2	3	4	5
Federal and state payroll taxes withholding payments are current. (This requirement applies to organizations with employees.)	1	2	3	4	5
Quarterly and annual payroll report filings are current.	1	2	3	4	5

7. MARKETING & COMMUNICATION

The following indicators are in regard to ensuring progress toward a clear and consistent brand voice for the organization.

NEEDS WORK MET

The organization's marketing plan is current and has a set of defined marketing goals.	1	2	3	4	5
The organization adheres to brand standards that support and effectively communicate the organization's mission and vision.	1	2	3	4	5
The organization actively uses the appropriate social media and communication channels to engage with its audience in a way which supports the mission and helps to drive fundraising and organization activities.	1	2	3	4	5

ASSESSMENT

8. ORGANIZATIONAL PLANNING & DEVELOPMENT

The following indicators are in regard to ensuring progress toward a clear focus and direction for the organization.

NEEDS WORK MET

The organization has a clear, meaningful written mission and vision statement which reflects its purpose, values and people served.	1	2	3	4	5
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The Board and staff developed and adopted a written strategic plan to achieve its mission.	1	2	3	4	5
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Every year, the organization evaluates its activities to determine progress toward goal accomplishment.	1	2	3	4	5
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9. PROGRAM PLANNING & EVALUATION

The following indicators are in regard to ensuring high-quality services and programs.

NEEDS WORK MET

Programs are congruent with the agency's mission and strategic plan.	1	2	3	4	5
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Each program has performance indicators which are reviewed annually to insure that the program meets its goals and objectives.	1	2	3	4	5
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Periodically, the organization conducts a comprehensive evaluation of its programs.	1	2	3	4	5
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10. VOLUNTEER AND INTERN MANAGEMENT

The following indicators are in regard to ensuring high-quality volunteer recruitment and management.

NEEDS WORK MET

The organization has a clearly defined purpose of the role that volunteers have within the organization.	1	2	3	4	5
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Job descriptions exist for all volunteer positions in the organization.	1	2	3	4	5
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The organization has a well-defined and communicated volunteer management plan.	1	2	3	4	5
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ASSESSMENT



Utilize the results of the Organizational Assessment to inform the capacity building areas on the Grant Application!

GRANT APPLICATION

1 2 3 4 5

INTRODUCTIONS

Name of organization

501 (c)(3) EIN

Mailing Address

Street Address

Address Line 2

City

State

Zip Code

Web Address

Phone Number

Executive Director

Years In Position

Email Address

Grant Contact

Phone Number

Email Address

How many years has the board of directors existed?

Annual Operating Budget

GRANT APPLICATION

1 2 3 4 5

ORGANIZATIONAL SUMMARY

What is the organization's mission statement?

Briefly describe the organization's program activities.

Who is the target population for the organization's programs?

What geographical areas does your organization serve?

Briefly describe the organization's history.

Briefly describe the organization's Board of Directors.

GRANT APPLICATION

1 2 3 4 5

CAPACITY BUILDING NEEDS

Select your organization's capacity building project activity:

- ☐ Training Opportunities (course, classes, workshops, conferences, etc.)
- ☐ Professional Consulting (branding, strategic planning, IT, etc.)
- ☐ Coaching (for your organization's executive director, staff members, etc.)
- ☐ Resource Assistance (funds to support books, manuals, computer software, etc.)

Further describe the organization's proposed capacity building project for which funds are requested.

Describe how the project addresses a need or problem within the organization and what difference the grant will make for the organization.

What is the organization's plan to implement the project or information learned? Summarize the plans and time frame for implementation of this project.

Identify goals and anticipated results of the project including outcomes of grant activities (i.e. population, numbers served, evaluation data, etc).

Briefly describe how you will measure and communicate the results of the grant.

GRANT APPLICATION

1 2 3 4 5

CAPACITY BUILDING SPECIFICS

Provide the names and titles of the staff and/or board members who will assist in the completion of the project. These folks will be the ones who complete training, attend a workshop, receive resources, etc.

Provide details for the training opportunity, service provider, or resource the organization is seeking funds to support. Include the name, website, contact information, and/or link to purchase for the capacity building project event, service provider, or resource product.

Itemize a brief budget including the amount requested and projected expenses, such as training fees, travel fees, and venue expenses.

Provide the project start and end dates.
For specific classes or conferences, provide event dates. For consultant training, provide a general time line. All projects must be completed within one year of funds being granted.

GRANT APPLICATION

1 2 3 4 5

GATHER THE FOLLOWING DOCUMENTS:

You will need to upload these documents in PDF format when you complete the application online.

Required:

- ☐ copy of your 501 (c)(3) tax-exempt status
- ☐ copy of your latest financial statement or budget
- ☐ a profile of your Executive Director or founder
- ☐ a list of your Board of Directors

Optional:

- ☐ copy of your organization's brochure



We're here to empower you.
We're here to connect you.
**We're here to help you
accomplish more than you
ever thought you could.**

PROJECT REPORT

A project report must be provided to Flashpoint one month after completion of the project or training. The report will communicate to Flashpoint information and results gained from the project. If the project included creation of a plan (i.e. marketing, fundraising, or strategic plan), please submit the plan with the project report.

Name of Organization

Project Dates:

How were grant funds used?

- ☐ Training Opportunities (course, classes, workshops, conferences, etc.)
- ☐ Professional Consulting (branding, strategic planning, IT, etc.)
- ☐ Coaching (for your organization's executive director, staff members, etc.)
- ☐ Resource Assistance (funds to support books, manuals, computer software, etc.)

Describe how the project addressed a need or problem and the difference the grant made for the organization.

If the project consulting for an organization-wide plan (i.e. marketing, strategic, or fundraising plan), briefly describe implementation of the plan.

Describe how the grant helped you or the organization reach its goals.

Were there any unanticipated results, either positive or negative? What did you learn because of this grant that will help you in future planning, and what changes will you make based upon your results and lessons learned?

Are there any areas you would change to make the application and funding process smoother?
