

Nonprofit Capacity Building Program

Accepting applications through December 31, 2026

Whitefish Community Foundation recognizes that nonprofit boards and staff with access to capacity building software and training resources are better equipped to deliver excellent programs.

The Nonprofit Development Program offers reimbursement capacity-building grants to help Flathead Valley-based nonprofits achieve one of the following:

1. Implement QuickBooks (Maximum grant \$1,000), OR
2. Select and purchase donor database (CRM) software (Maximum grant \$2,500), OR
3. Access one-on-one training with consultant Ned Cooney to improve governance and work on strategic planning. (The total cost of the Strategic Planning Program is \$3,500. WCF will cover 80% or \$2,800 and the participating nonprofit will be responsible for the remaining 20% or \$700)
4. Governance and strategic planning will be administered as a two-part process.
 - o Organization and Board Assessment:
 - I. Participating nonprofits will complete a guided assessment using the Montana Nonprofit Association's Principles and Practices for Nonprofit Excellence governance and finance sections to evaluate infrastructure and current practices. Based on the outcome of this assessment, priority areas for improvement will be identified. (5-6 hours: Includes approximately 3 hours with the consultant and staff leadership, board officers, and other board members as desired, plus an estimated 2-3 hours of staff and/or board time to complete a checklist and to locate documents)
 - o Strategic and Action Planning:
 - I. A Strategic Plan will be developed through a facilitated process, focusing on areas for improvement and intended results over the next 3 to 5 years. (8 hours of direct contact time with the full board, staff leaders and other staff or guests as mutually determined. These sessions may be broken into shorter sessions of 2 to 4 hours.)
 - II. Action planning to implement the strategic plan. (4 hours: This 4 hour session is typically conducted virtually with board officers, staff leadership, and other board members as desired.)
 - A. An Action Plan for the first year will be developed based on the Strategic Plan, identifying tasks, timelines, and people responsible. This process supports progress toward the Strategic Plan and helps with monitoring.

ELIGIBILITY CRITERIA:

Applicants:

Must be IRS designated 501(c)(3) public charities based in Flathead County, Montana with a Board of Directors comprised primarily of Flathead County residents. Tax exempt status must exist at time of application.

- Must have previously applied for and received a Whitefish Community Foundation grant.
- Must have submitted all required documentation for previous grant awards. (Applicant does not have outstanding late grant reports or follow-up documents)

APPLICATION PROCESS:

The application is a two-step process in our grant management software.

1. To apply for a Nonprofit Capacity Building Grant, click APPLY.
2. Complete and submit the Letter of Interest (LOI. The LOI provides basic information about the organization and identifies the area of capacity to be improved.
3. If the LOI is approved, the applicant will be invited to submit a full application. The application will be due 4 weeks from the date the LOI is approved. The application will capture detailed information regarding the goals of the applicant, a timeline to complete the project, and how improving the area identified will help the organization further its mission.

APPLICATION EVALUATION CRITERIA:

Applications will be evaluated based on the following criteria. These criteria help Whitefish Community Foundation evaluate the value of the capacity building project to the organization:

- Mission: The organization's mission and impact must be valuable to Flathead County communities.
- Impact of Capacity Building Project: The organization clearly identifies the area of capacity that the project will improve and its benefit to the organization's ability to fulfill its mission.
- Readiness: The organization demonstrates that this is a good time to undertake the project.
- Project plan: The capacity building project plan is clear and achievable, with clear and measurable goals.

REIMBURSEMENT PROCESS:

Participating nonprofits will be billed directly for applicable software purchases and/or consulting services. Whitefish Community Foundation will reimburse the nonprofit based on the following scale:

- **QuickBooks implementation: 100% of the cost up to a maximum of \$1,000**
- **Donor database (CRM) software implementation and/or conversion: 100% of the cost up to a maximum of \$2,500**
- **Strategic planning: 80% of consultant fees up to a maximum of \$2,800**

Please contact Jill Seigmund at (406) 863-1781 or email grants@whitefishcommunityfoundation.org if you have questions regarding this grant program.