TN Non-Profit Capacity Building Grant Program

2020 ROUND
APPLICATION WEBINAR

JUNE 27, 2019
PROGRAM BASICS

Program Purpose:

Provides up to $10,000 in funding to non-profit organizations in the affordable housing industry as they work through the development of a Strategic Plan or Succession Management Plan

Strategic plan:
- Sets priorities
- Focuses energy and resources
- Strengthens operations
- Ensures staff and other stakeholders are working toward common goals
- Establishes the intended outcomes of the organization.

Succession management plan:
- Identifies and develops personnel who can replace key staff in the event it is necessary
- Succession planning increases the availability of experienced and capable staff that are prepared to assume these roles as they become available
PROGRAM BASICS

Program Logistics:

• Selected organizations will work with a consultant they select
• Organizations are encouraged to work with a regional nonprofit development organization to identify an experienced consultant

<table>
<thead>
<tr>
<th>Center for Non-profit Management (Middle TN)</th>
<th>Venture Forward (Chattanooga - SE TN)</th>
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</thead>
<tbody>
<tr>
<td>Megan O’Roark, Director of Consulting</td>
<td>Laura McCann, Executive Director</td>
</tr>
<tr>
<td><a href="mailto:megan@cnm.org">megan@cnm.org</a></td>
<td><a href="mailto:lauramccann@ventureforwardnow.org">lauramccann@ventureforwardnow.org</a></td>
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<tr>
<th>Momentum Nonprofit Partners (Memphis - West TN)</th>
<th>Alliance for Better Nonprofits (East TN)</th>
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<tbody>
<tr>
<td>Carol Gaudino, Training &amp; Consulting Manager</td>
<td>Elle Benson, Director of Capacity Building</td>
</tr>
<tr>
<td><a href="mailto:cgaudino@momentumnonprofit.org">cgaudino@momentumnonprofit.org</a></td>
<td><a href="mailto:EBenson@betternonprofits.org">EBenson@betternonprofits.org</a></td>
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Match Requirements:

- Organizations will be required to provide cash match toward the total project cost
- The organization’s total annual operating budget determines the match required

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<tr>
<th>Organization’s Annual Budget</th>
<th>&lt; $500,000</th>
<th>$500,000 - $1,000,000</th>
<th>&gt;$1,000,000</th>
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<tbody>
<tr>
<td>Percentage Match Required</td>
<td>10%</td>
<td>30%</td>
<td>50%</td>
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PROGRAM BASICS

Match Requirements, Continued:

• Example 1:
  • Organization’s Annual Operating Budget: $2,000,000
  • Match Percentage Required: 50%
  • Total Project Cost (Consultant Fee): $17,000
  • THDA Portion: $8,500
  • Grantee Match Portion: $8,500

• Example 2:
  • Organization’s Annual Operating Budget: $700,000
  • Match Percentage Required: 30%
  • Total Project Cost (Consultant Fee): $14,000
  • THDA Portion: $9,800
  • Grantee Match Portion: $4,200
### PROGRAM BASICS – Plan Components

#### Strategic Plan:
- Mission statement
- Impact statement
- Values statement/Guiding principles
- SWOT (strengths, weaknesses, opportunities, and threats)
- Competitive advantage
- Short-term goals/priorities/initiatives
- Long-term objectives
- Action items
- Scorecard tools
- Financial assessment

#### Succession Management Plan:
- Active Leadership Involvement
- Integration with your strategic plan
- Processes to identify essential positions and their critical competencies
- Procedures to identify, promote, and select “high potentials”
- Integration of individual development plan utilizing training, coaching, mentoring and appraisals
- Methods to identify gaps in succession
- Plan Evaluation Process
NON-PROFIT APPLICANT ELIGIBILITY

• IRS designation under Section 501(c)3 or Section 501(c)4 of the federal tax code.

• Two years of affordable housing experience in Tennessee.

• Charter and By laws, aligning with THDA’s mission of promoting sound and affordable housing.

• Applicants applying for a strategic plan must not have a strategic plan adopted by their Board of Directors after June 30, 2016.

• Applicants applying for a succession management plan must have completed a strategic plan within the last three years.
NON-PROFIT APPLICANT ELIGIBILITY

- Applicants with an existing or previous THDA grant must not have any outstanding compliance issue(s) within the twelve (12) months prior to the application submission date.

- Applicants are limited to one grant every funding cycle.

- Budget modifications are not allowed under this program.

- Extensions in the period of performance or budget are not allowed under this program.

- Emerging organizations are not eligible ("Emerging" is defined as being in existence less than two years and/or not having an engaged board, staff, or community).
APPLICATION INFORMATION

Examples of Information Requested in the Application:

• Basic information about your organization, including the organization’s mission, affordable housing experience, clients served, and staffing.

• A description of your organization’s board and its involvement in the organization’s operation.

• Information about the development of the strategic or succession management plan.

• A description of the board and community’s involvement in the organization.

• Budget (not to exceed the consultant’s estimate).
APPLICATION INFORMATION

Application Attachments to be included with the application:

• Certificate of Existence, dated no more than 30 days prior to the application due date:

  • If the nonprofit is organized and existing under the laws of Tennessee:
    • A current Certificate of Existence from the Tennessee Secretary of State.

  • If the nonprofit is organized and existing in a state outside of Tennessee:
    • A current Certificate of Existence from the office of the Secretary of State in which the organization is organized and existing, dated no more than 30 days prior to the application due date AND a Certificate of Authorization to do business in Tennessee from the TN Secretary of State, dated no more than 30 days prior to the application due date.
APPLICATION INFORMATION

Application Attachments to be included with the application:

• Staff Organizational Chart

• Resumes of Senior Staff of the Organization

• Copy of a current resolution, dated within 30 days of the application due date, by the Board of Directors or governing body approving the submission of the application under the 2020 Capacity Building Grant Program
APPLICATION INFORMATION

Application Attachments to be included with the application:

• Budget/Consultant’s Estimate, to include:
  • Proposed Activities
  • Line Item Costs

• Documents for consultants not approved by one of the four organizations listed in section 2.0 of the Handbook:
  • State Corporation Commission Certification
  • Dun & Bradstreet Report
  • 2 letters of reference
  • Resumes of consulting staff who will contribute to this project
APPLICATION INFORMATION

Application Attachments to be uploaded into PIMS (THDA’s online document submission portal):

- Documentation of an IRS designation under Section 501(c)(3) or 501(c)(4) of the federal tax code
- Copy of Organizational Charter and By-laws
- Completed Board Information Sheet for each board member
- Most recent Strategic Plan of the organization
  - If the applicant has not adopted a strategic plan, the applicant must upload a letter signed by the Executive Director to that effect
- The most recent financial audit or audited financial statements of the organization
APPLICATION INFORMATION

Application Attachments to be uploaded into PIMS:

✔ Signed and notarized Disclosure Statement for each board member and the Executive Director

✔ Signed and notarized Disclosure Statement for the organization
  • The organization’s Disclosure Statement must be signed by the Executive Director or the Chairman of the Board

NOTE: Disclosure statements must be uploaded to PIMS as a single packet that includes notarized statements from all parties. Prior notarized disclosures from individual board members or the executive director may be used only if all information remains current (i.e. nothing has changed). However, if any board member has not submitted a disclosure statement or information specific to any board member has changed, a new packet including all disclosure statements must be uploaded into PIMS. This new packet may include prior disclosure statements that remain current and new disclosure statements for any new board member or any other board member with updated information.
APPLICATION SUBMISSION

Applications may be delivered in-person or mailed to THDA:

Tennessee Housing Development Agency

Community Programs Division

Andrew Jackson Building, Third Floor

502 Deaderick Street

Nashville, TN  37243

** Note – THDA is in a State office building. If mailing the application, allow at least 10 days for delivery to THDA. Fedex deliveries are made directly to THDA.
GRANT TIMELINE

• Applications are due on **August 29, 2019 at 4:00 PM.**

• Award determinations will be announced by **November 1, 2019**
  - Funds will be awarded based on an assessment of the organization’s application and the availability of THDA funds.
  - Selected organizations will receive a written notice of award and a Grant Agreement.
  - The organization must return the Grant Agreement to THDA with signature by an authorized representative.
  - Organizations that are not approved for funds will receive written notification of the denial of the grant funds.
GRANT TIMELINE

• Contracts will begin **January 1, 2020.**

• The budget and period of performance for this grant is a maximum of twelve months, and no extensions are allowed.

• The approved organization must be able to submit a complete Strategic Plan or Succession Plan to THDA before the end of the performance period.

• Within 60 days of the end of the performance period (March 1, 2021), the Grantee must submit evidence of the board’s adoption of plan.
PAYMENT MILESTONES

• Milestone 1 - An amount equal to 25% of the grant award will be disbursed upon THDA’s approval of a timeline and plan for completion of the planning process by the Grantee.

• Milestone 2 - An amount equal to 25% of the grant award will be disbursed upon THDA’s review and approval of a draft strategic or succession management plan.

• Milestone 3 - An amount equal to 50% of the grant award will be disbursed upon THDA’s review and approval of the organization’s completed strategic or succession management plan.
REPORTING AND RECORDS

- Organizations are required to submit a report, including the Strategic Plan or Succession Management Plan, by the close of the grant period.

- Funded organizations must submit a status report on progress under their plan for three years following completion of the grant period.

- Documents and all financial files attributed to this grant must be retained for five years from the date the final grant invoice is paid.

- Failure to comply with any of the recordkeeping and reporting requirements could result in consequences which may include, but are not limited to, recapture of funds or prohibition from future THDA funding opportunities.
APPLICATION DUE DATE

AUGUST 29 at 4:00 PM CDT

Late applications will not be evaluated
For more information, please visit the Capacity Building Grant Program page of the THDA website: https://thda.org/business-partners/capacity-building-grant

If you have any questions, contact:

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Housing Program Manager  
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615-815-2034

Don Watt  
Director Community Programs Division  
dwatt@thda.org  
615-815-2032

Thank you!