



# Capacity Building Program Request for Proposals Application

**Grant Term:** Estimate March 2025 to April 2027 or April 2028

**Application deadline:** Monday, July 15, 2024, 12 p.m. Central Time

**NOTE:** This document is for reference only. The application must be completed on the [Cvent Application Website](#). Refer the Capacity Building Program Request for Proposals (RFP) [Application Instructions](#) for more information, including submission instructions.

Applicant Information			
<b>Name of:</b> <b>Organization</b> <b>Tribal Nation</b> <b>Tribal Business Entity</b>			
	<b>Legal Organization Name</b> (if different from above)		
	<b>Organization Address</b> Street Address:		
	City:	State:	Zip:
<b>Authorized Representative</b> (Main program contact)	Name:	Title:	
	Telephone:	Email:	
<b>Authorized Contract Signer</b>	Name:	Title:	

<p>(Individual(s) authorized to enter into/execute contracts as indicated in a Board Resolution, bylaws, or other organizational document.</p>	<p>Telephone:</p>	<p>Email:</p>
<p><b>Proposal Title</b></p> <p><b>Limit 100 characters</b> <b>(Approximately 15 words)</b></p>		
<p><b>Grant Use</b></p> <p>(See definition of these uses in the Capacity Building RFP <a href="#">Application Instructions</a>)</p>	<p><b>Choose one:</b></p> <p><input type="checkbox"/> Organizational Capacity Building</p> <p><input type="checkbox"/> Intermediary Capacity Building</p>	
<p><b>Proposal Description</b></p> <p>Provide a brief description of what this project is about and what it will accomplish.</p> <p><b>Limit 625 Characters</b> <b>(Approximately 100 words)</b></p>		
<p><b>Topic Areas</b></p> <p>Select up to two topic(s) that most closely align with your proposal.</p>	<p><input type="checkbox"/> Climate</p> <p><input type="checkbox"/> Community Development</p> <p><input type="checkbox"/> Community Engagement and/or Community Leadership</p> <p><input type="checkbox"/> Homeownership</p> <p><input type="checkbox"/> Housing Stability</p> <p><input type="checkbox"/> Manufactured Housing</p> <p><input type="checkbox"/> Policy</p> <p><input type="checkbox"/> Rental</p>	

<p><b>Total Requested Grant Award</b></p> <p><b>\$200,000 Maximum Award</b></p>	<p>\$</p> <p>Applicants requesting \$50,000 or more must participate in a more extensive grant monitoring and financial reconciliation process.</p>
<p><b>Geography</b></p>	<p>Choose all that apply:</p> <p><input type="checkbox"/> 7-County Metropolitan Area</p> <p><input type="checkbox"/> Greater Minnesota</p> <p><input type="checkbox"/> Statewide</p> <p><input type="checkbox"/> Tribal Nation(s)</p>
<p><b>Target Geography</b></p> <p>As applicable, describe the specific neighborhood(s), city(ies), county(ies), region(s), Tribal Nation(s), and/or Statewide geography that this proposal focuses on.</p> <p><b>Limit 100 characters</b> <b>(Approximately 15 words)</b></p>	
<p><b>Target Communities</b></p> <p>Briefly list the constituencies, populations, and/or groups that this proposal focuses on.</p> <p><b>Limit 100 characters</b> <b>(Approximately 15 words)</b></p>	
<p><b>Does this proposal include subgrants to one or more subgrantee(s) and/or hiring consultants/contractors?</b></p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes:</p>

	<p>If known, list subgrantees, contractors and/or consultants and the subcontract amount:</p> <p>If unknown, please indicate here:</p> <p>The name(s) of subgrantee(s) must be listed at the time of application or the grantee is required to comply with the contracting and bidding requirements outlined in the contract.</p> <p>Contracts of \$10,000 or more with vendors or contractors not identified before contract execution must be competitively bid according to the total cost for the activities. Requirements range from verbal quotes or bids to a formal bidding process (\$100,000 or more).</p>
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**APPLICATION QUESTIONS**

Please use plain language wherever possible. Explain any technical terms that would not be commonly understood by the general public. The character limits provided by each question are the maximum number of characters allowed in the response to that question. If you can provide a complete response using fewer characters, please do so.

**Equity (20 Points Total)**

Are you a Tribal Nation or Tribal Business Entity?  Yes  No

If yes, your application will receive automatic points for the two questions in this Equity section.

If no, please respond to the questions below:

1. Who are the communities (or community) that this proposal focuses on? What are the opportunities, needs and challenges that they face? Please describe how you identified these opportunities and challenges. [10 Points]
  - Limit 3500 Characters (Approximately 500 Words)
2. Please describe how the following attributes have prepared you to lead the work described in this proposal:
  - strengths
  - experience
  - knowledge

- values
- relationships

**In your response, specifically speak to your connection with the communities identified in your answer to Question 1 above. [10 Points]**

- **Limit 7000 Characters (Approximately 1000 words)**

**Proposal (65 Total Points)**

**3. In what areas do you need to build capacity either for yourself or others? Please address all areas that may apply such as the applicant’s capacity, partners’ capacity, capacity of the housing system, community capacity, etc. How will this increased capacity ultimately benefit the communities identified in question one above? [11 Points]**

- **Limit 7000 Characters (Approximately 1000 words)**

**4. What are the short, medium and long-term goals of this proposal? How will increased capacity help you reach these goals? [11 Points]**

- **Limit 3500 Characters (Approximately 500 words)**

**5. What is your plan to build capacity and accomplish the goals described in Question 4 above? [11 Points]**

- **Limit 7000 Characters (Approximately 1000 words)**
- Please list and describe the main project activities and related tasks for each activity.
- Four to eight activities should be enough for most proposals.
- Provide a general timeframe for each activity (such as which quarter, which year, or throughout the grant period)

**EXAMPLE FOR ILLUSTRATION PURPOSES ONLY**

**Activity One: Develop policy recommendations, First Year of Grant Period**

**Tasks:**

- Develop relationships with community members and organizations
- Host listening sessions and focus groups
- Summarize input from listening sessions and focus groups into draft recommendations. Share with participants of listening sessions and focus groups for feedback.
- Finalize policy recommendations and share with policymakers.

**Activity Two: Activity Name, Timeframe**

**Tasks:**

**Activity Three: Activity Name, Timeframe**

**Tasks:**

**Activity Four: Activity Name, Timeframe**

**Tasks:**

6. How will you maximize community participation in the proposal activities? How will you know you are successful in maximizing community participation? [11 Points]
  - Limit 3500 Characters (Approximately 500 words)
  
7. Describe how your organization will embed the capacity and knowledge gained through this grant over the long term. [11 Points]
  - Limit 3500 Characters (Approximately 500 words)
  
8. Can the work described in your proposal move forward without the Capacity Building Grant funds? Why or why not? What will the consequences be if this work is not funded? [10 Points]
  - Limit 3500 Characters (Approximately 500 Words)

**Proposal Budget (15 Points)**

Please Note: If the Applicant is selected for funding, grant program staff will work with the selected applicant to formalize a budget as a contract exhibit.

1. Please list the main categories of expenses, the estimated cost and how you determined these estimates. Administrative Expenses are limited to 15%. If sub-grantees, contractors and/or consultants are named in the application please address this in the “How Determined” section: [12 Points] (No Character Limit)
  - Have they agreed to be a part of this proposal?
  - Have they agreed to the dollar amount budgeted below?

**EXAMPLE FOR ILLUSTRATION PURPOSES ONLY**

- (1) **Program Staff**, .5FTE - \$50,000  
**Key Activities:** Program Development and Evaluation  
**How Determined:** We estimated these costs based on similar activities for other projects.
- (2) **Subgrant to “XYZ Organization”** - \$25,000  
**Key Activities:** Community Engagement  
**How Determined:** “XYZ Organization”: has agreed to be a part of this proposal and agreed to \$25,000 in compensation for their participation, if this application is funded.
- (3) **Consultant Costs** - \$15,000  
**Key Activities:** Facilitation and Writing Recommendations  
**How Determined:** We received estimates from three providers for this service and they identified this approximate amount.
- (4) **Stipend for Community Participation** - \$10,000  
**Key Activities:** Providing input on program activities, selecting consultant and making recommendations  
**How Determined:** 10 community consultants at \$1000 per consultant for approximately 100 hours of work.
- (5) **Administrative Expenses** - \$10,000  
**Key Activities:** Financial Reporting, Office expenses, Technology Expense, Accounting  
**How Determined:** Evaluated existing expenses and determined this as a percentage of the costs.

**2. Will the Capacity Building program funds fully cover the costs of the proposed activities? [3 Points]**

- **Limit 3500 Characters (Approximately 500 Words)**
- If yes, what is your plan if the expenses are higher than anticipated?
- If no, do you have other funds to cover these costs?
  - a. If there are other funding sources for this proposal, please list the source, dollar amount, and how you will prevent duplicating payments for the same activities.
  - b. If there are no other funding sources, please describe your plan to obtain the necessary funds to complete the project.