

Please see the [2022 Capacity Building Program webpage](#) for detailed information about the 2022 Capacity Building Program Request for Proposals and how to submit a complete application.

Proposal Description (Limit 2 Pages)

1. Please describe your proposal concept and make sure that your description fully responds to the following:
 - Describe your proposal's purpose and vision, why it is needed, who it will support, and how the proposal activities will address that need. Specifically describe how it is responsive to community needs.
 - Describe how the proposal will make progress in eliminating housing barriers and create thriving communities. Specifically describe how it is designed to address root causes of housing disparities and challenges

If your application includes one or more subgrantees: Describe why you identified the subgrantee(s) and how you will work together to implement the proposal. Please note, the applicant must create a contractual agreement with the subgrantee(s) that outlines the roles and responsibilities of the applicant and their subgrantee(s). An applicant selected as a grantee and their subgrantee(s) must have a contractual agreement in place by the time the grantee enters a contract with Minnesota Housing.

Outcomes (Limit 2 Pages)

2. Describe the proposal goals and anticipated outcomes, how you plan to measure success, and how you will share what you learn. Please include one outcome related to one or more of Minnesota Housing's Strategic Priorities related to "Strengthening Disinvested Communities" and/or Supporting Tribal Nations and Indigenous Communities:
 - Fostering the co-creation of solutions with communities
 - Addressing systemic barriers
 - Diversifying the partners we fund and with whom we work
 - Bolstering cross-sector community development work
 - Increasing Tribal access to program resources
 - Supporting Tribes in building their program capacity

3. Describe a tangible benefit one or more Communities Most Impacted (as defined in the Application Overview) will receive as a result of this proposal and how you plan to measure the success of this outcome.

Qualifications (Limit 2 Pages)

4. Describe your organization's areas of expertise, key strengths, and why your organization is the right one to do the proposal activities. How is your organization uniquely suited to work with the communities and/or organizations identified in your proposal? Please include examples. If your organization have previously received a grant from Minnesota Housing, please name the grant provide, give a brief description of your experience, identify what you learned and whether you had any challenges.
5. Describe how your organization establishes trust and builds a connection with the communities identified in the proposal.
6. For the population that you intend to benefit from this project, identify how your organization's demographics, background and/ or lived expertise reflect the population in each category below:
 - Staff
 - Leadership
 - Board

If your organization's staff, leadership, and/or board does not reflect the population you intend to benefit, describe how it will incorporate equity practices into its work to inform its recruiting, hiring, promotion and retention practices.

Communities Most Impacted & Equity (Limit 1 Page)

Communities Most Impacted: The people more likely to be impacted by housing instability including: lowest Income (e.g. \leq 30% of area median income), People of Color, Indigenous Individuals, LGBTQ+, People Experiencing Homelessness, People with Disabilities, Immigrants, Large Families, Seniors, Children, People Facing Barriers and/or Limited Choices due to: Poor Credit, Limited Savings, Criminal History, Prior Evictions, Transitioning Out of Foster Care, Prison, Other Systems.

7. Who are the Communities Most Impacted that are the focus of this proposal? What strategies will you use to maximize their participation in the proposal activities? How will you know that your proposed work is reaching them?
8. Describe how the ideas, values, and needs of these identified communities are part of the proposal concept. Specifically describe whether they had and/or will have a role in:
- Defining and driving the project's purpose
 - Carrying out project activities
 - Advising on the work

Proposal Budget (Limit 1 page not including Budget Template)

9. Provide a breakdown of the project budget using the 2022 Capacity Building Program [Budget Template](#) and submit as an attachment to the application. Administrative expenses are not to exceed 10% of the overall budget request.

Please note that if a portion or all of the Capacity Building Program funds will pay for services and/or materials that are expected to cost \$10,000 and above, please provide the vendor or contractor name in the budget line item. Vendors or contractors not identified before contract execution must be competitively bid according to the cost. Requirements range from verbal quotes or bids to a formal bidding process (\$100,000 or more). More detailed information will be provided if your application is recommended for funding).

10. Provide a budget narrative that describes how and why the Capacity Building program funds (listed within the budget template) will help you achieve the proposal goals and purpose. If there are other funding sources for this proposal, please describe the source, dollar amount, and how you will prevent duplicating payments for the same costs.

Work Plan (Limit 1 page not including Work Plan Template)

11. Provide a work plan for the project using the 2022 Capacity Building Program [Work Plan Template](#) and submit as an attachment to this application.
12. Describe the timeline for the activities and how it will allow you to implement the grant activities within the grant period.

Organizational Capacity Building Applicants Only (Limit 1 Page)

1. Explain how the activities listed in the proposal will help build your organization's capacity to address the root causes of specific housing challenges and create thriving and inclusive communities. Please describe how your increased capacity will provide meaningful benefits to Communities Most Impacted (see definition above).
2. Describe how you will embed the capacity and knowledge gained into your organization over the long term.

Intermediary Capacity Building Applicants Only (Limit 1 Page)

1. Describe how the technical assistance and/or pass-through grants will support the intended beneficiary(ies) in advancing its housing goals.

2. If you have already identified the recipient of pass-through grants and/or technical assistance (skip question 3):
 - Please list the name of the recipient(s), describe the process used to select this them, and why they were selected.

 - How does this process reflect one or more of these strategic priorities:
 - Fostering the co-creation of solutions with communities
 - Addressing systemic barriers
 - Diversifying the partners Minnesota Housing funds and with whom Minnesota Housing works
 - Bolstering cross-sector community development work

3. If you have not yet identified the recipient of pass-through grants and/or technical assistance (skip question 2), please answer the following questions.
 - What type of organizations and communities would your proposal focus on?
 - What decision-making process and criteria will you use to identify recipients of grants and/or technical assistance? Please note that if the subgrantee is not identified at the time of application, selection of subgrantees must follow all applicable policies adopted by the Office of Grants Management, including but not limited to Policy [08-01](#), [08-02](#), and [08-03](#) for competitive grantmaking.
 - How does this process reflect one or more of these strategic priorities:
 - Fostering the co-creation of solutions with communities
 - Addressing systemic barriers
 - Diversifying the partners Minnesota Housing funds and with whom Minnesota Housing works
 - Bolstering cross-sector community development work