



MEMORANDUM

To: Executive Directors/Development Directors
From: Nat Chioke Williams, Executive Director
Date: May 10, 2007
Re: **Hill-Snowdon Foundation Opportunity Fund & Capacity Building Fund**

The Hill-Snowdon **Opportunity Fund** was established to provide organizations with timely discretionary grants when faced with special needs or unique opportunities between regular grant cycles. The **Capacity Building Fund** was established to help groups with their technical assistance and capacity building needs. ***Current HSF grant recipients may receive either an Opportunity Fund OR Capacity Building Fund grant once every year. The maximum amount of the grant is \$5,000¹.***

Opportunity Fund

Current recipients of Hill-Snowdon Foundation grants may apply for small grants for unanticipated costs, special opportunities, or unexpected urgent needs including:

- **Learning and reflection opportunities.** Support for exchanges and collaboration among organizations to reflect and learn from each others work and campaigns.
- **Travel to Conferences and meetings.** Support to go to one (unanticipated) conference or meeting per year per organization. Support for the same conference in two consecutive years will not be considered.
- **Unexpected or Urgent Needs.** Examples of urgent or unexpected needs might include replacement or purchase of new computer equipment, printing & publishing reports, cash-flow emergencies, research needs.

To apply for these funds, please submit no more than a two-page letter outlining their request that should include:

- Name and contact information
- Date of previous Hill-Snowdon grant
- Purpose of the grant from the Opportunity Fund
- How did the need/opportunity arise?
- How does this need/opportunity support general work?
- What are the goals and projected outcomes of the request?
- What will the organization do if it does not receive this grant?
- Requested amount and budget for the requested amount

¹. Please make every effort to calculate actual costs, rather than general requests for the full \$5,000.

Capacity Building Fund

The Foundation also offers small grants (up to \$5,000) for technical assistance and capacity building (i.e., organizational, campaign, and program development). To apply for these funds, please submit no more than a two-page letter indicating:

- the reason for the request,
- the scope of work,
- how the proposed work will concretely enhance the organization,
- a resume of the technical assistance consultant, and
- a budget for the entire project.

Deadlines

Given the nature of emergency requests, we seek to consider and process these applications as quickly as possible. **If the request mentions other Hill-Snowdon grassroots partners, please confirm their approval of the request prior to submission.** We process the requests monthly and all requests received by the 15th of any given month will be processed that month. Requests received after the 15th of the month will be processed in the following month. On average, grants are made 4-6 weeks after they are received.

Applications to the Hill-Snowdon **Opportunity OR Capacity Building** Fund must be sent via e-mail (grants@hillsnowdon.org) and via mail to:

Michael Coffey, Program Associate
Hill-Snowdon Foundation
1301 Connecticut Avenue, NW Suite 500
Washington, DC 20036

We accept applications on an on-going basis. If you have any questions, please contact Michael (202) 833-8600 or mcoffey@hillsnowdon.org