

MEMORANDUM

To: Executive Directors/Development Directors
From: Nat Chioke Williams, Executive Director
Date: February 15, 2023
Re: **Hill-Snowdon Foundation Opportunity Fund & Capacity Building Fund (Small Grants Funds)**

The Hill-Snowdon Foundation established the **Opportunity Fund** to provide organizations with timely discretionary grants when faced with special needs or unique opportunities between regular grant cycles. The Foundation established the **Capacity Building Fund** to help groups with their technical assistance 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 \$7,500¹ per organization.*** Current HSF grant recipients may submit collaborative requests provided that each group mentioned confirms their consent prior to the request submission.

Please note that in recent years we implemented some changes to our Small Grants Funds.

- **Higher priority (including larger grant sizes) will be given to groups who have received fewer small grants in the past.** Conversely, lower priority (including smaller grant sizes) will be given to groups who have received small grants more often in the past. The small grants program has limited funds, and we want to make sure that all of our partners have an opportunity to benefit from it. However, we encourage all our grassroots partners to submit requests as needed, and to apply sooner rather than later in the calendar year when small grant funds are diminished.
- **Computer or technology upgrade requests will only be considered for unanticipated technology needs for an organizing campaign (e.g., membership database, Zoom licenses) or in the event of a catastrophic loss.** We will not support routine technology or computer upgrades or upgrades for general use (e.g. a member computer lab).
- **If additional information is requested by HSF staff as follow-up to the initial proposal, groups have two months to submit the additional information.** If the information is not submitted within the two-month timeframe, the request will be declined.

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 other's 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 costs related to a new campaign or program, an unanticipated move, cash-flow emergencies, additional research needs.

Capacity Building Fund

The Foundation also offers small grants for technical assistance (i.e., organizational, campaign, and program development). Examples include performing a strategic plan, staff and board development and trainings, fundraising consultation/training, updating bylaws, evaluation and documentation of a specific campaign or program. We will not provide support for activities already covered by an organization's general support grant, such as salaries, overhead or capital needs. If applying to hire consultants, we strongly suggest that you have them already identified before applying.

¹ Please make every effort to calculate actual costs, rather than general requests for the full \$7,500.

Application Process

To apply for a small grant, please complete our online application (see additional instructions below). We have further simplified our application process this year to minimize the time it takes to apply. You will be asked to submit only contact information, fiscal sponsorship information (if applicable), and a brief project description that summarizes the purpose of the grant and the budget for the requested amount. There are fields at the end of the application for uploading documents. Additional documents are optional. However, if your organization uses a fiscal sponsor, you will be asked to upload a current fiscal sponsorship agreement.

We process the requests monthly. On average, staff issue grants 4-6 weeks after applications are received. We accept applications on an ongoing basis, and the funds are available on a first-come-first-served basis. Applying sooner rather than later in the calendar year is advised. If you have any questions regarding your request, please contact Shona Chakravarty, Erin Morris or Nat Williams at (202) 833-8600 or grants@hillsnowdon.org.

Online Submission Process

Hill-Snowdon Foundation uses an online grant application via Blackbaud Grantmaking. **Applications to the Hill-Snowdon Opportunity Fund OR Capacity Building Fund must be submitted via our online grant application.** Click [here](#) to access the application. The link is also included in the email that accompanied this RFP.

When you applied for a grant with us in the past, Blackbaud Grantmaking had you set up a user name and password for your organization. If you do not have a login, follow the application link, and you will see a link on the sign in screen to set up a new account. Please keep track of your user name and password. HSF can reset your password, but we cannot resend your password to you. If any of the contacts with your organization have changed and the login is no longer accessible, please let us know so that we can transfer access to your organization's account to a new login. Questions regarding the online grant application can be directed to grants@hillsnowdon.org or to Christine Harris or Erin Morris via phone at (202) 833-8600.

Reporting

A simple report form is **due upon completion of the project or one year after the date of the grant agreement letter**, whichever comes first. If your organization is awarded a small grant, a **Grant Report Form** will accompany your grant award letter. Additional report forms are available on our website at <https://www.hillsnowdon.org/grantmaking> or can be requested by email to grants@hillsnowdon.org. Instructions for how to upload the form to our grants system will be included in the grant award letter. If an organization received a small grant in a previous year and has an outstanding report due, the Foundation will NOT issue a new small grant until after the receipt of a report on the earlier effort.