CAPACITY BUILDING
Funding that Strengthens Organizational Ability

The Capacity Building program supports organizations' efforts to improve business practices, or add new knowledge and skills that forward organizations' missions. Awards may fund technical assistance projects, planning or evaluation work, staff professional development opportunities, or other initiatives that upgrade an organization's ability to do what they do. These internal projects help Ohio arts providers address new challenges, modernize practices and procedures, and strengthen their ability to serve their constituents.

GRANT AWARDS: Applicants may request between $1,000 and $5,000. All awards require a 1:1 cash match.

ELIGIBILITY: All applicants must possess nonprofit status or nonprofit intent but need not be registered with the IRS as a 501(c)(3) nonprofit. Applicants may be: 1) arts and cultural organizations in any arts discipline (literature, performing arts, visual arts, traditional arts, multidisciplinary arts, etc.); 2) other organizations that provide arts programming (government entities, social service agencies, etc.); or 3) educational organizations (public, private, charter, and parochial schools from pre-kindergarten through university level) that demonstrate a commitment to arts programming in a larger community setting.

HOW THE PROGRAM WORKS: Capacity Building grants are six-month or one-year awards for internal organizational development projects. Funds may be used for a variety of expenses in an organization's efforts to improve practices, build skills, or engage in planning. Many grantees use Capacity Building funding to support outside consultant fees. Other allowable expenses include administrative expenses and planning and evaluation costs. The budget section of the Capacity Building application provides a full list of allowable expense areas. Please refer to the Introduction and Overview for a list of activities the OAC cannot fund.

Sample activities might include:
- a consultant-led board development project or new strategic plan
- facilitated community conversations to evaluate ongoing programming
- a feasibility study to examine possible program or fund development expansion
- a staff team's registration costs and travel to a professional conference
- professional development workshops for staff to improve technology skills
- development of a succession plan or disaster preparedness plan
- a consultant-led study of combining administrative work with another nonprofit partner

Capacity Building funds cannot be used for projects whose **primary** activity is one of the following:
- the development of a new website
- the purchase of new equipment or other capital expenditures
- general programming/overhead, or art-making activities designed for the public
- the funding of a salaried position

APPLICATION DEADLINE
June 1 annually (for activities taking place July 15-next June 30) and December 1 annually (for activities taking place January 15-next June 30)

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VIEW REGIONAL MAP

HOW TO APPLY: Capacity Building program applications must be submitted via the ARTIE system. Please refer to ARTIE: Organizational Grant Applications for a description of the process.

EVALUATION AND SCORING: A panel of OAC staff evaluates and scores each Capacity Building application. Panelists highlight strengths and weaknesses, discussing all aspects of the application and its support materials. Summaries of panel comments are made available to applicants. Score averages are used to determine funding award recommendations, which are reviewed by the OAC executive director and deputy director. The OAC Board is the only body authorized to make final funding decisions and must approve recommendations. The process is competitive and not all applications are funded.

REVIEW CRITERIA: Criteria are divided into four categories: Program Quality, Community Engagement, Defining and Measuring Success, and Resource Management. Criteria evidence may be found in any portion of an application or associated support materials. Each criterion is worth up to five points, for a maximum of 60 points.

Program Quality (20 points)
☐ Project will have a deep and lasting impact on organization's ability to achieve its mission
☐ Project will improve key organizational practices in a meaningful way
☐ Project will increase value of artistic, educational, or cultural activities
☐ Consultants, contractors, and/or educational leaders are highly qualified to carry out project as described

Community Engagement (5 points)
☐ Participants are appropriately selected and thoughtfully engaged in the capacity building activity, as applicable

Defining and Measuring Success (25 points)
☐ Project planning is thorough and deliberate
☐ Project responds to a stated need or diagnosed deficiency affecting the organization or its effectiveness
☐ Clear and compelling description of activities is provided, including a project timeline
☐ Successful outcomes for the project are clearly defined
☐ Project documentation is planned that will help organization know to what degree success was achieved

Resource Management (10 points)
☐ Appropriate financial and other resources have been sought out to support project
☐ Sound administrative practices are led by qualified personnel

TIMELINE: The following timeline outlines the Capacity Building grant lifecycle. Any deadline falling on a Saturday, Sunday, or state holiday, is extended until the next business day.

Fiscal Year 2020 Applications

YEAR	DATE	TASK/DEADLINE
2018	November 1	Application Available in ARTIE
	December 1	Application Deadline for projects (January 15—June 30)
2019	January	Panel Meeting
	February	Grant Award Announcement
	June 1	Application Deadline for projects (July 15—next June 30)
	July	Panel Meeting
	August	Grant Award Announcement

Fiscal Year 2021 Applications

YEAR	DATE	TASK/DEADLINE
2019	November 1	Application Available in ARTIE
	December 1	Application Deadline for projects (January 15—June 30)
2020	January	Panel Meeting
	February	Grant Award Announcement
	June 1	Application Deadline for projects (July 15—next June 30)
	July	Panel Meeting
	August	Grant Award Announcement