



2024 Not-for-Profit Capacity Building Grant Guidelines

DuPage Foundation is excited to launch a new grant opportunity to help local not-for-profit organizations strengthen their ability to effectively deliver on their mission now and into the future.

We will award a total of \$100,000 for capacity building projects that help not-for-profit organizations and their leaders improve knowledge, skills, abilities, and behaviors that contribute to effective and long-term organizational performance. Projects may be focused on, but are not limited to:

- Board Engagement and Development
- Diversity, Equity, and Inclusion (DEI) Training
- Donor Engagement and Fund Development
- Measurement and Evaluation of Core Programs
- Partnership Development
- Public Relations and Marketing
- Staff Development and Retention
- Strategic Planning
- Technology Upgrades and Implementation

Applicants may apply for a Not-for-Profit Capacity Building grant up to \$25,000. Awarded grant funds must be spent by October 1, 2025.

Eligibility

Applications will be accepted from not-for-profit charitable organizations that:

- are public charities classified as exempt from federal income taxes under section 501(c)(3) of the Internal Revenue Code
- primarily serve DuPage County residents
- have received a grant within the last three years from the DuPage Foundation's Community Impact Grant Program (formerly Community Needs Grant Program)

Grant Application Due Date

Applications must be submitted online by **5:00 p.m.** on **Friday, November 15, 2024**. Applications submitted after the specified deadline will not be accepted.

Online Grant Application Process

Proposals must be submitted via the online grant application process. To begin the online grant application process, applicants will need to create an account by providing basic information (email address, password, name, organization, EIN#, address, etc.). Once you have initially created your account, you will be able to access current and past grant applications.

The following is a tutorial which has been provided by our vendor, Foundant, to help you create an account and begin completing your application: [Applicant Tutorial](#)

Restrictions

The Foundation will not award Not-for-Profit Capacity Building grants to:

- Individuals
- Organizations for religious activities (Secular activities provided by religious organizations may be eligible for grant funds.)
- Endowments
- Disease-specific organizations
- Private foundations and private operating foundations
- Hospitals, including supporting foundations
- Governmental agencies, including supporting foundations
- Public, parochial, private, or charter schools (pre-k through 12th grade), including supporting foundations

Additionally, grants will not be awarded for capital projects, vehicles, furniture, consumable supplies, or general operating costs.

Evaluation Criteria

- Application clearly describes how the capacity building project will improve the organization's ability to fulfill its mission
- Project is clear and has achievable and measurable goals and a realistic timeline for implementation and completion
- Project addresses a current organizational need and there is internal capacity to implement the project
- Potential vendors, consultants, and/or products for the project have been thoroughly researched and identified
- Funding sources for project budgets that exceed the requested grant amount have been identified or secured

Application Review Process

All applicants will be notified via email the status of their request. Notification will be sent in mid-December and grants will be awarded by December 31, 2024.

Application Questions

Please contact Barb Szczepaniak, vice president for programs, at 630.598.5280 or barb@dupagefoundation.org, with questions concerning the grant opportunity, the application process and program category selection.