



2025 Capacity Building Grant Guidelines

The focus of the DuPage Foundation's Capacity Building grant program is to provide funding to local not-for-profit organizations to help strengthen their organizational 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 in the following areas will be considered:

Donor Engagement & Fund Development

For projects that cultivate deeper donor relationships, increase giving, and develop effective fundraising strategies

Technology Upgrades & Implementation

For projects that improve organizational efficiency, increase productivity, and/or provide better data security

Applicants may apply for a Capacity Building grant up to \$20,000. Awarded grant funds must be spent by October 1, 2026.

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 through the DuPage Foundation's Community Impact (formerly Community Needs Grant Program) or Arts DuPage Grant Program

Grant Application Due Date

Applications must be submitted online by **5:00 p.m. on Friday, August 8, 2025**. 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.

Restrictions

The Foundation will not award 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 by September 22, 2025.

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.