

This document is to be used as a guide for preparing your Unrestricted Multi-year Grant concept paper and/or application and is not intended to serve as your concept paper or application. All concept papers and applications must be submitted via our online grant portal. We will not accept paper or emailed concept papers or applications.

Organizations that have completed an audit or financial review (prepared in accordance with GAAP) are eligible to apply for up to $60,000 over three years ($20,000/year). An organization that does not have an audit or financial review may apply for up to $30,000 over three years ($10,000/year). See the Frequently Asked Questions on the NHCF website for more information regarding financial documentation.

***Please Note! Your GrantSource Profile, including your mission, organization description, organization budget and board of directors is an important part of your concept paper and full application. These components will be considered by reviewers. Make sure your profile is up to date!***

**Concept Paper:**

We know that organizations are still facing challenges from the COVID-19 pandemic.  We would like to understand how your work over the past year and a half during the pandemic has made a difference, as well as your plans for future impact.  As you answer the following questions, feel free to include discussion of your pre-pandemic accomplishments as well.

* What has been your organization’s impact on the community or your constituents in recent years?  If there are numbers that help tell the story of your impact and reach, please share them.  (500 words)
* Even in today’s context, planning is an important tool for responding to need and meeting your mission.  Please describe how the pandemic has impacted your approach to planning overall, including program and financial planning.  (500 words)
* Please describe your priorities for your organization (internal goals) and for the programs you offer and the people/communities you serve (external goals). (750 words)
* Briefly describe your short- and long-term strategies for addressing your goals, and how receipt of this multi-year grant would advance this work. (750 words)
* Anything else you’d like us to know? (250 words)

**At the Concept** Paper stage you will also be asked to upload three years of organizational budget to actuals, and organizations that work in multiple states will be asked to upload a budget that reflects NH-specific work. Request of more than $30,000 you will need to upload your audit or review. You will also be asked if the organization has operating reserves, lines of credit, and/or endowments.

**Full Proposal:**

***Please Note! You will only complete the full proposal if you are invited to do so following submission of your concept paper. You will be notified of this decision by the dates posted on the website.***

Through our unrestricted grants, we seek to support nonprofits at all levels of organizational development in building their capacity and infrastructure to support meeting their mission. Many grant applications begin with some version of “describe your organization, current programs and services”. Rather than this question, the answer to which we could likely get from your website, the questions below focus more on “the state of your organization” as relates to the management of your programs, financial oversight and governance. This is followed by an opportunity for you to highlight those goals and strategies that will be your focus over the grant period, and areas within the organization that need strengthening in order to carry out those strategies and achieve those goals.

* How do you think about and carry out program planning, implementation and monitoring?
	+ Please avoid simply describing your programs. Instead, focus on how you use experience, data and knowledge (evidence- and practice-based) to determine the best approach to develop your programs and accomplish your mission, and your measurement of the work.
* Describe your organization’s approach to financial health and planning, including if/how the pandemic has impacted your approach to financial health and planning.  (500 words)
	+ Additional Guidance: We understand the many challenges you face in ensuring financial health and sustainability. We’d like to understand how your nonprofit looks at its financial model. Do you have a fundraising plan? If so, describe it. If not, what specific financial goals are you working toward for the organization? What is the role of both staff and the board? How does your organization plan for potential changes in the funding landscape and how do you think about addressing them?
* How does your board approach leading and governing the organization? (500 words)
	+ Additional Guidance: Board leadership is critical to supporting the capacity and infrastructure of a nonprofit. We want to understand how the board learns, works, and contributes to your mission. What is the board’s role in strategy, policies and procedures, programming, and evaluation of themselves and the organization?
* List 3-5 specific strategic goals for your organization over this grant period ***at this moment***. What are the things you will work on over this grant period to make your organization stronger? (500 words)
	+ Additional Guidance: This can be in the areas of administrative, programmatic and/or financial. Some examples include: board training, long range financial planning, developing a strategic plan, developing and implementing a communications strategy, program continuation or improvement, staff development, evaluation/using tools to measure impact.
* List 3-5 strategies for addressing the goals described in the previous question.  What areas within your organization need to be strengthened to achieve these goals?  (500 words)
* Measuring Success - What will success look like at the end of this grant period? Please focus on organizational development.
* Many organizations - including the Foundation - are considering their role and responsibility in advancing racial justice and equity. How is your organization considering its role? In what way, if any, would the requested grant help you advance that work?
* Is there anything else you’d like us to know about your organization in regards to this application? (250 words)

At Full Proposal stage you will be asked to agree to completing and organization assessment and for grant awards of $60,000 agree to complete yearly financial review/audit.