

THE PEW FUND CAPACITY BUILDING PROGRAM

REQUEST FOR LETTERS OF INQUIRY May 2015

Equal Measure is pleased once again to invite Pew Fund grantees to apply for capacity building support to address pressing organizational needs. Organizations are welcome to apply for funding in one of *four* categories:

- **Management information systems design and development**—securing hardware, securing and/or designing software, and building related staff skills necessary for managing work more effectively, e.g. for tracking client demographic data, service utilization, and progress toward outcomes.
- **Financial management and planning**—assessment, planning, and development of financial systems, as well as building staff skill to improve reporting systems and enable organizations to identify the most cost-effective services.
- **Evaluation and outcomes systems development**—increasing staff knowledge and understanding of evaluation and developing MIS and other internal systems for assessing program effectiveness.
Please Note: Requests to fund a program evaluation must simultaneously demonstrate how the project will build the organization's capacity for outcomes thinking.
- **Leadership succession and next tier leadership development**—planning for and implementing strategies for the development of new leaders and/or leadership transitions through identification of leadership needs, development of internal leadership capacity for mid-level management and future executive leaders, and executive leadership succession planning and recruiting.

Your organization is eligible to apply for a capacity building award if you are a current Pew Fund grantee and have received support from the Pew Fund during the following grant cycles:

- Children, Youth and Families: April 2013 – March 2016
- Vulnerable Adults: April 2014 – March 2017
- Elderly: April 2015 – March 2018

Organizations with existing capacity building awards may not re-apply until their projects are complete and final reports have been accepted.

Only one-year projects will be considered. In mid-June, those organizations whose LOIs respond most directly and persuasively to the application guidelines will be invited to submit full proposals. The strongest of these proposals will be awarded capacity building support for an award start date of September 1, 2015. Please feel free to contact Justin Piff (215-732-2200 ext. 269; jpiff@equalmeasure.org) or Stephanie Lerner (215-732-2200 ext. 225; slerner@equalmeasure.org) with any questions about project or organizational eligibility, or to explore how the capacity building resources might be helpful to your organization.

Please see the next page for application guidelines.

Application Guidelines

Your LOI must be **submitted electronically to Equal Measure by Friday, May 29th, no later than 5:00 p.m.**

Please email to slerner@equalmeasure.org with a subject line: "Spring 2015 Pew Capacity Building LOI"

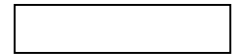
Your LOI will need to include the following materials **combined in one PDF file**. (*Please **do not** use old versions of these forms that you may have saved, as they have changed.*)

- The LOI Cover Sheet (see form on page 3)
- The Project Overview Form (see form on page 4)
- A **3-page narrative (maximum)** with the following information:
 - a. Purpose for Which Support is Requested
 - Summary of the current external need and opportunity and the organizational issue that needs to be addressed and why
 - Summary of how the proposed work fits with your broader organizational development and capacity building plan, as well as why the timing is appropriate (The proposed project must fit within one of the six funding areas above, and all project activities *must be related to achieving the capacity building goal.*)
 - An annotated outline of the proposed activities, including major project components, timeline, lead staff members, and consultants. *Preference will be given to organizations that incorporate capacity building project planning work prior to the start of the award period (e.g., consultant/software/vendor selection, funding commitments, technology assessments, etc.).*
 - The anticipated impact the activities will have on **your organization's clients** and its ability to provide high-quality, cost-effective services, as well as how this impact will be measured.
 - b. Organizational Background
 - A *brief* statement of your organization's mission and a description of current programs
 - The staff responsible for ensuring the successful completion of this project, and their roles and responsibilities on the project
 - Previous capacity building award(s) through the Pew Fund for Health and Human Services and their impact on your organization
 - c. Estimated Costs
 - An estimate of the *total cost* of the proposed activities
 - An estimate of the *total amount of support requested from the Pew Fund* for the proposed activities and services. *Awards typically range from \$20,000-\$45,000.*
 - An estimate of the amount of funds for the project received/expected from other sources
 - How Pew Fund support will be used (e.g., consultant fees, supplies). *Please note that capacity building awards do not support staff or other operations; if staff is needed to manage the capacity building project, explain why, and budget appropriately. Funding for staff salaries/benefits is limited to a combined 15 percent of the total project budget. Preference will be given to organizations that have secured additional funding for the project.*

The LOI should be emailed to Equal Measure by Friday, May 29th, no later than 5:00 p.m. Please send to slerner@equalmeasure.org with a subject line: "Spring 2015 Pew Capacity Building LOI"

Please note that LOIs in hard copy will not be accepted. Any applications received later than the deadline will not be considered.

**Equal Measure
Pew Fund Capacity Building Program**



**Letter of Inquiry Cover Sheet
Spring 2015**

Organization Name: _____

Address: _____

City: _____ Zip Code: _____

Web site (if applicable): _____

Contact Person for this LOI: _____ Telephone: _____

Contact Email: _____ Fax: _____

Counties in which project will be implemented (check all that apply):

Bucks Chester Delaware Montgomery Philadelphia

Current Pew Fund Service Delivery Grant (check all that apply)

Children Youth and Families Vulnerable Adults Elderly

Since January of 2006, how many times has your organization:

- Submitted an LOI for a Pew Fund capacity building award (*not including this one*)? _____
- Submitted a full proposal for a Pew Fund capacity building award? _____
- Been funded for a Pew Fund capacity building award? _____

.....
Funding Category

Indicate to which funding category your request applies (check only **one**):

Management information systems design and development

Evaluation and outcomes systems development

Financial management and planning

Leadership succession and next tier leadership development

.....
Agency's most recent annual operating budget: \$ _____ FY ends: _____ (month/year)

Estimated total cost for proposed activities: \$ _____ Staff size (FTE): _____

Estimated amount of Pew Fund support requested: \$ _____

Estimated project funds from all other sources: \$ _____

PROJECT OVERVIEW

PEW FUND CAPACITY BUILDING PROGRAM: Spring 2015

Organization Name:	
Organization Mission:	
1-Year Capacity Building Goal(s):	
How does/do this goal/these goals fit into your overall organization-strengthening plan?	
What are the expected outcomes from this work?	
How will the organization's clients benefit as a result of this work?	