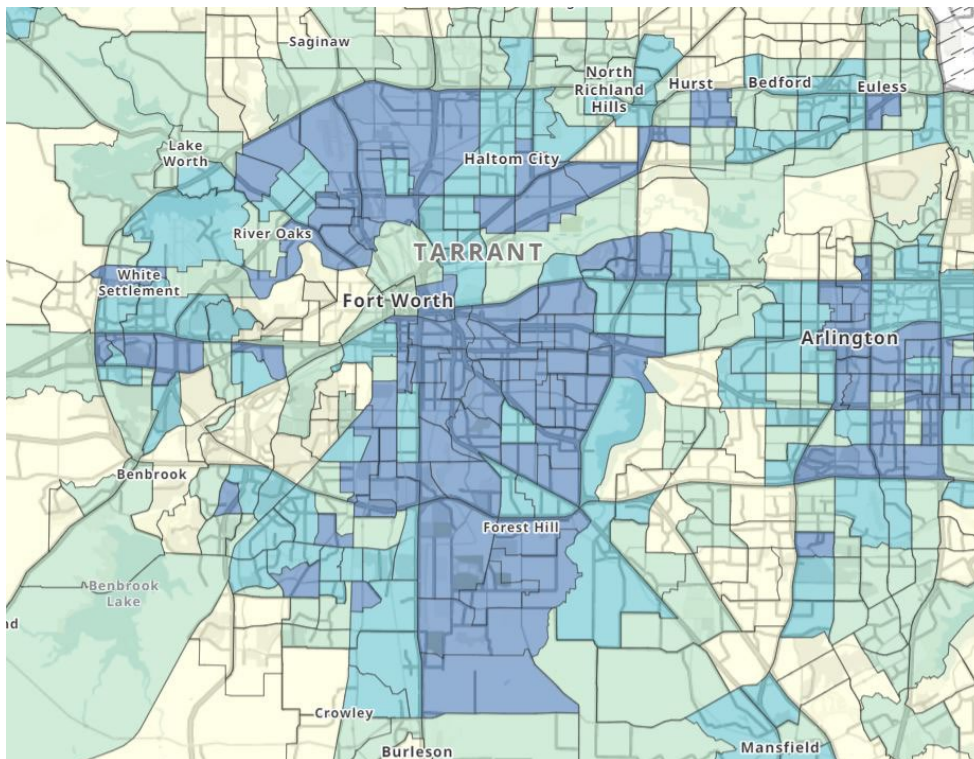


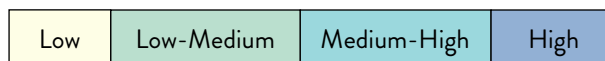
## Background

Specific neighborhoods in our community are affected disproportionately by the compounding impacts of poverty, including lack of income, low-performing schools, poor health outcomes and transportation barriers. The Centers for Disease Control’s Social Vulnerability Index (SVI) uses indicators such as these to determine community vulnerability (see the [SVI map](#) below).

ToolBox grants provide Tarrant County-based nonprofits with capacity building support to address fundraising and strategic planning in order to improve their strength and stability for the long run and more effectively serve residents of our most vulnerable communities. These grants are intended to be one-time, transformative gifts that make a significant difference in the way the organization works. ToolBox does not fund programs or general operations.



Level of Vulnerability by Census Tract



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## Nonprofit Eligibility

- 501(c)(3) organizations headquartered in Tarrant County
- Annual operating budget of at least \$50,000 and not more than \$5,000,000
- Demonstrated impact serving residents experiencing poverty
- Focus on education, employment, health (physical or mental) and/or housing
- Must have a representative attend one of two virtual orientation meetings (see timeline on page 4)

### Ineligible organizations:

- Organizations that received a ToolBox grant in 2023
- Organizations that have already initiated a fundraising or strategic planning engagement
- Organizations that are not designated 501(c)(3) by the IRS
- Religious organizations seeking funds to support evangelism

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## Eligible Funding Requests

### Fundraising Strategy Consulting

- Assessment, planning, coaching and strategy development for staff and/or board
- \$10,000
- Board Chair letter of endorsement
  - to be uploaded with Letter of Intent

### Strategic Planning Consulting

- Strategic plan development or updates
- \$10,000-15,000
- Board Chair letter of endorsement
  - to be uploaded with Letter of Intent

### *Strategic planning requests must include the following:*

- Indication of a board-level strategic planning committee; and
- A six-month review meeting with the consultant after the plan is completed (to be noted in the consultant's bid).

If invited to submit a proposal after the Letter of Intent stage, applicants must upload a bid from the consultant they plan to engage. The minimum award amount will be \$10,000.

**Up to 15% of a ToolBox grant may be applied toward staff time for project implementation.**

*See FAQ below for further information.*

## Ineligible Requests

- Certificates that benefit a single staff member
  - Conferences
  - General operations
  - Programming
  - Software
  - Staffing
  - Outsourced grant writers (grant writing consultation should build the organization's capacity to apply for grants independently)
- 

## How do I apply?

ToolBox has a two-step application process: 1) Letter of Intent and 2) Proposal.

Applicants submit a Letter of Intent via the Community Foundation's grants portal [here](#). Letters of intent will be screened and the top scoring applicants will be invited to submit a full proposal. A grants committee comprised of NTCF board members and local community members will make funding decisions.

In the proposal stage, applicants will be given the option to submit a brief, two-minute video to help the committee better understand the request.

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## Criteria for Selection

The following criteria will be used to assess proposals:

- Proposal identifies a clear, eligible capacity building project
  - Organization clearly defines their definition of poverty, demonstrates that a significant number of their clients served meet that definition, and shows impact
  - Organization makes a compelling case for how their project will enhance their capacity to effectively serve residents experiencing poverty and why it is timely
  - Organization demonstrates a commitment to serving the community equitably
  - Project can be accomplished by first quarter of 2025
  - Organization presents a clear representation of its fiscal health (budget, balance sheet and 990)
  - Board Chair endorsement letter included and board-level strategic plan committee established for strategic planning requests
  - Consultant bid is included that outlines scope of work, timeframe, deliverables, and total cost. Bids for strategic planning should also note a six month follow-up.
-

## Timeline

<b>January 30</b>	Virtual orientation (2pm-3pm); click <a href="#">here</a> to register.
<b>January 31</b>	Virtual orientation (10am-11am); click <a href="#">here</a> to register.
<b>February 23</b>	Letter of Intent deadline (5:00 PM)
<b>March 7</b>	NTCF invites finalists to submit proposals
<b>April 5</b>	Proposal deadline (5:00 PM)
<b>May 10</b>	Decision notification
<b>Mid-May</b>	Checks mailed

\*Applicants must have a representative from their organization attend **one** of the orientations.

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## Frequently Asked Questions

### How does NTCF define poverty?

We recognize there are many ways to define poverty. Some organizations use the federal poverty guidelines, some organizations consider whether a child is on free or reduced lunches, and others may use different criteria such as other social determinants of health. Your proposal should clearly define how your organization defines poverty and what percentage of your clients meet that definition. If your definition of poverty varies by program, explain the different definitions you use.

### My organization does charitable work, but we are not a 501(c)(3). Can we still apply?

No, organizations that do not have nonprofit status are not eligible to apply.

### What if our project cost exceeds the maximum grant amount?

If your project would not be completely funded through ToolBox, you should note in the project budget template where you plan to obtain the additional funds.

### Can ToolBox funds be used to pay for staff time?

Each grantee may direct up to 15% of the award to staff time for project implementation. For example, an organization that applies for \$10,000 may allocate \$8,500 to the project and \$1,500 to the staff responsible for executing the project. (This should be noted in your project budget.)

*ToolBox is made possible through the generous support of our fundholders, endowed funds, and private foundation partners.*

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NTCF staff will not be available for questions until after the mandatory orientation meeting. If your organization still has questions afterwards, please contact:

Susan Van Meter  
Community Impact Grants Coordinator  
[svanmeter@northtexascf.org](mailto:svanmeter@northtexascf.org)  
817.877.0702