

Nonprofit Capacity Building
Operational Support
APPLICATION GUIDELINES



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Section A: General Information

1. Overview

Gwinnett County Board of Commissioners allocated \$5,000,000 in American Rescue Plan Act (ARPA) funding for Nonprofit Capacity Building. The objective is to increase the effectiveness and strength of local nonprofits to enhance their impact on our community.

This application cycle offers two tracks – capital support and operational support. The operational support program focuses on the provision of technical assistance and learning modules to grow the organization’s capacity. The capital support program provides nonprofits with project funding that will improve their overall capacity by fulfilling a capital need.

In alignment with the County’s Human Services Strategic Plan, funding will be given to organizations providing services within the following categories of need.

- Food Security
- Housing
- Health and Wellbeing
- Youth, Literacy, and Learning
- Cross-cutting Barriers to Access
 - Transportation
 - Culturally and Linguistically Responsive Services

The County also intends to prioritize funding to small nonprofits and grassroots organizations working within these priority areas to enhance our community’s collective impact. *Small nonprofits and grassroots organizations are identified as organizations with an annual operating budget of up to \$250,000.*

All 501(c)(3) and 501(c)(19) nonprofit organizations (NPOs) serving residents of Gwinnett County and meet other eligibility criteria (provided in section B) may apply.

Gwinnett’s Nonprofit Capacity Building grant opportunity provides one-time support. Applicants must identify how their organization plans to sustain their grant funded support in future years.

This funding opportunity will open on Thursday, August 1, 2024 and close on Friday, August 30, 2024 at 11:59 pm. [Click here for the grant application portal.](#)

There is \$4,550,000 available for capital needs and \$450,000 for operational support. Awardees will be considered Beneficiaries and not Subrecipients.

The following guidance provided throughout this document is relevant to the Nonprofit Capacity Building Capital Support grant program. Please access the [Capital Support Application Guidelines](#) for details on that offering.

2. Purpose

The ARPA funded Nonprofit Capacity Building (NCB) program strengthens nonprofits by increasing their core operations and improving infrastructure. Providing support that will assist Gwinnett nonprofits in more effectively carrying out their missions – now and into the future.

This NCB Operational Support grant program focuses on the provision of technical assistance and learning modules to grow the organization’s capacity:

- Self-assessment of current organizational capacity and needs
- Six learning modules focused on best practices on NPO management and operations:
 - Board Governance and Financial Management
 - Strategic Planning
 - Program Design and Evaluation
 - Program Management
 - Staff & Volunteer Management
 - Resource Development (Fundraising and Grant Writing)
- Personalized technical assistance to address specific organizational needs
- Networking opportunities with other local nonprofits supporting Gwinnett County residents
- A capacity building project

Section B: Eligibility Criteria

1. Eligibility Criteria

Eligible applicants:

- Must be a private nonprofit organization (NPO) registered as a 501(c)(3) or 501(c)(19) organization with the IRS in operation for at least 12 months prior to application submission deadline.
- Must have a demonstrated history of serving residents of Gwinnett County.
- Must attest to negative economic impact due to COVID-19.
- Must be an active participant in the County’s coordinated care and referral system, Unite Us, before contracts can be awarded.
- The organization’s annual operating budget must be equal to, or less than, \$250,000.
- Commitment to participation in all program components.

Section C: Nonprofit Capacity Building Operational Support Program Details

1. Program Goals

The goals of this funding opportunity are: (1) Identify nonprofit organizations that have limited capacity but are doing impactful activities for Gwinnett County residents most in need. (2) Support nonprofit organizations with nonprofit capacity building by facilitating nonprofit workshops and offering personalized one-on-one technical assistance over a 12-month period. (3) Foster sustainability of local nonprofit organizations so they become more competitive for local, federal, state, and philanthropic funding. (4) Encourage collaboration among nonprofit organizations to increase efficiency and reduce duplicity in local programs.

2. Program Duration

The duration of each award is 15 months.

3. Award Details

Beneficiaries of the operational support program will receive a \$40,000 operational grant. Gwinnett County will pay out \$10,000 installments at the end of each quarter in 2025 – contingent upon their engagement with the required program components.

4. Project Reporting

At the end of the program, participating nonprofit organizations will be asked to report generally how they spent the \$40,000 and define the impact of this funding on the nonprofit organization's operations and capacity building.

Section D: Submission Instructions

1. Important Dates

- **Application Workshop 1**

Thursday, July 25, 2024

9:30 AM to 11:30 AM

[Join Virtually](#)

446 West Crogan Street, Room 106

Lawrenceville, GA 30046

- **Application Workshop 2**

Monday, July 29, 2024

1:30 PM to 3:30 PM

[Join Virtually](#)

75 Langley Drive, FAC Conference Room A
Lawrenceville, GA 30046

- **Application Workshop 3**

Wednesday, August 7, 2024

2:30 PM to 4:30 PM

[Join Virtually](#)

446 West Crogan Street, Room 106
Lawrenceville, GA 30046

- **Application Period**

- August 1, 2024

- August 30, 2024

- **Applications Awarded**

- October 2024

- **Projects Kickoff**

- December 2024

- **Projects Complete**

- March 2026

2. Method of Submission

Organizations that are interested in applying are asked to submit a Nonprofit Capacity Building grant application to the Gwinnett County Grants Management Division by August 30, 2024. [Click here for the grant application portal.](#)

Questions? Please contact Grants@GwinnettCounty.com or call 770.822.8860. For additional information about the Grants Management Division, please visit [our website.](#)

3. Required Submission Documents

The following documents are required when submitting the application.

- 501(c)(3) Letter or 501(c)(19) Letter
- Organizational Chart
- Conflict of Interest Statement
- Strategic Plan

- Board of Directors List
- Financial Management Procedures
- Board Resolution for Application Submission
- Audited Financial Statements
- Tax Form 990
- Organization By-Laws
- Primary Staff Job Description
- COVID-19 Impact Attestation Form

Section E: Rubric and Selection Process

1. Evaluation Rubric

Examples of evaluation criteria include:

- **Mission:** Is the organization’s mission and programming valuable in raising the quality of life in Gwinnett County?
- **Category:** Does the mission align with the categories of need?
- **Impact:** Does the organization clearly identify one area of organizational capacity that the project will improve the organization’s ability to fulfill its mission?
- **Readiness:** Does the organization demonstrate that this is a good time to undertake the project and show that it has strong commitment from leadership, staff, board members, and/or other stakeholders to assist with the project?
- **Project Plan:** Is the capacity building project plan clear, and achievable, with specific measurable goals?

2. Selection Process

The Scoring Committee will be made up of representatives from the Grants Management Division in Financial Services, Housing and Community Development Division in Planning & Development, and the Health and Human Services Division in Community Services. The committee will focus on a commitment to objective scoring based on the predetermined scoring matrix and will utilize smart form logic within the GovGrants portal to rate question responses where applicable.

Gwinnett County is prioritizing funding awards to small nonprofits/grassroots organizations. *See the chart below. Organizations not aligned with the criteria below will receive 0 points for that scoring element.*

| 1 point | 3 points | 5 points |
|--|--|--|
| Over 5 employees | 3-5 employees | Less than 3 employees |
| Over 5 years in operation | 4-5 years in operation | 1-3 years in operation |
| Has received federal, state, or local government funding 3 times in the last 5 years | Has received federal, state, or local government funding 1-2 times in the last 5 years | Has never received federal, state, or local government funding |
| \$200,000 to \$250,000 annual operating budget | \$100,000 to \$200,000 annual operating budget | Less than \$100,000 annual operating budget |

Additional prioritizations for funding are identified below.

- 3 points to BIPOC, LGBTQ+, Veteran, and other community-led organizations.
- 2 points for collaborative work with other local organizations.
- 1 point to organizations who provide complete demographic information on their staff and board of directors.
- 1 point for having a data collection system in place. *Data collection does not mean the implementation of an extensive database. We essentially want to know if a nonprofit collects data and how they manage and maintain that process.*