Capacity Building Fund

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Fund overview

The Berkeley Foundation's Capacity Building Fund aims to help our charity partners build their resilience and capacity, enabling them to overcome organisational challenges and operate more effectively.

The Fund is open to all existing Berkeley Foundation charity partners and applications of up to £15,000 are encouraged for a period of 1-2 years.

Whether you have already identified a clear developmental need within your organisation, or you are unsure of where to start, we will work with you to develop your funding request and help you to emerge as a stronger organisation.

There are no deadlines; you are welcome to apply when the time is right for you.

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Potential development needs

The Capacity Building grants programme will fund work to support development needs identified by our charity partners. The type of work we will fund will vary according to the individual requirements of each organisation, but could include:

➤ Financial or strategic planning and development

➤ Board and management training and development

➤ Staff training and development

➤ Developing public relations, marketing or fundraising capacity

➤ Monitoring and evaluation support

➤ Technical improvements

➤ Initiating collaboration with other non-profits

➤ Mental health and wellbeing support for frontline staff

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Fund criteria

We welcome applications from any of our existing charity partners, whether a Strategic Partner, a Designated Charity or one of our Community Investment Fund partners.

We are unable to accept applications to this fund from other organisations.

Priority will be given to smaller charity partners with a turnover of less than £1m. However, we will consider applications from all partners irrespective of size.

Grant requests must meet at least one of the identified fund outcomes.

Grants will not be awarded for costs which are considered to be for the core running of the charity. The proposed work must be additional to business as usual.

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All funded organisations need to be working towards one or more of the following outcomes:

➢ **Improved service delivery**

➢ **Improved leadership**

➢ **Improved strategic planning and financial sustainability**

➢ **Improved marketing and communications**

➢ **Improved systems and structures**

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Diagnostic tools

If your organisation needs some assistance in identifying its development needs, you may find it useful to undergo an organisational strength review to establish an area of focus.

The diagnostic tools and methods below might help you to understand where you need to grow:

➢ **SWOT analysis**
Use the matrix to the right to help you analyse your organisation's capacities and capabilities.
It will help you to identify areas of developmental need within your organisation.

➢ **VCSE Strength checker**
https://vcsestrengthchecker.org.uk/
This free, online tool will ask you a series of questions about your organisation and will help you to identify areas of growth.

Both these exercises should be completed with senior management input.

	Positive	Negative
Internal	**S**trengths	**W**eaknesses
External	**O**pportunities	**T**hreats

Are you ready to build capacity?

There are a number of challenges your organisation may need to overcome before it is ready to embark on a capacity building project. Our checklist will encourage you to think about some of these challenges before you submit an application:

➢ Have you completed an organisational strength review and identified areas for development?

➢ Have you identified the kind of support that will best deliver and embed new capabilities in your organisation?

➢ Do you have the resources and time available within your organisation to carry out the work?

➢ Is the leadership team on board to make sure that new skills and systems are sustainably embedded into your organisation's practice?

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We strongly encourage you to discuss your development needs with us before submitting an application.

If you wish to apply for a capacity building grant, we ask that you submit a realistic, convincing and well-supported business case of no more than four pages. The business case should include and demonstrate:

- an executive summary
- a specific organisational need
- a clear plan of activities
- what you hope to achieve as a result of the grant
- how you will ensure the changes are sustainable
- timescales
- a budget

Please email your business case, along with a copy of your latest monthly management accounts, to clare.maddison@berkeleyfoundation.org.uk

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Funding timelines

This is a rolling programme and there are no set deadlines. However, funded capacity building work must begin at least six months before the end of our principal partnership with you.

Applications will be reviewed by the Foundation team and we will aim to notify you of the decision within two months of receiving your application.

Please note that we cannot fund retrospectively.

Successful applicants will be required to submit an annual narrative report and progress calls/meetings will be scheduled biannually. There will also be opportunity for you to address any challenges during discussions focussed on your principal funded programme.

Questions? Contact Clare Maddison, Grants Programme Manager: clare.maddison@berkeleyfoundation.org.uk, 07580 188 169