



Community Development Corporation (CDC) Capacity Building Fund | Request for Proposals

Application Opens: January 2, 2023

Application Deadline: February 17, 2023 by 5pm

BACKGROUND:

Community LIFT is seeking written proposals for its 2020 CDC Capacity Building Fund grant.

The grant can be used to fund organizational capacity building in one or more of the following focus areas: **FINANCIAL MANAGEMENT, HUMAN CAPACITY, SYSTEMS MANAGEMENT, or ORGANIZATIONAL MANAGEMENT.**

The CDC Capacity Building Fund was established after a comprehensive research process, and with support from a 13-person advisory committee comprised of LIFT's community partners and local foundations, philanthropy, financial institutions, and of course, CDCs. The research process revealed that the local CDC sector is severely underfunded and operating with limited capacity, but with increased investment, can have a larger impact on the communities they serve. To help address Memphis' broken cycle of community reinvestment activities, we developed the CDC Capacity Building Fund, the city's only dedicated source of funding solely for CDCs.

The vision of the fund is to ensure a robust, effective network of CDCs that are capable of serving as quarterback agencies for scaled revitalization efforts that significantly enhance the quality of life in Memphis' distressed neighborhoods, thus serving as catalysts for equitable economic growth and advancement.

For the purpose of this fund, the term capacity building refers to the development of core skills, management practices, strategies, and systems to enhance an organization's effectiveness, sustainability, and ability to fulfill its mission.

ELIGIBILITY REQUIREMENTS:

- **The CDC Capacity Building Fund is exclusively for CDCs; other community based organizations are ineligible to apply.**
 - For this fund, CDCs are defined as a 501C3, community-based organization focused on the community engagement, physical and economic revitalization of the areas in which



they are located, typically low-income, underserved neighborhoods that have experienced significant disinvestment.

- A CDC's ultimate goal may be comprehensive community redevelopment: CDCs generally focus on one or more program areas, such as housing development, economic development (job training, commercial development, small business assistance, etc.), neighborhood planning, infrastructure, and the development of community facilities.
- **Applicants must show evidence of operating as a CDC for at least a year and have an operational budget for that year.**
- **Applicants must have completed the BLDG Memphis's Capacity Assessment Tool. Contact Alexis Hubbard Capacity Building Navigator at alexus@bldgmemphis.org**
- **New applicants and current/past grantees are encouraged to attend one of the Information Sessions.** Dates, times, and locations of Information Sessions are listed below the PROPOSAL GUIDELINES section.

PROPOSAL GUIDELINES:

All applications must be submitted via Community LIFT's online application form by **FEBRUARY 27, 2023 AT 5:00PM CST**. Late proposals will not be accepted.

The online application form requests the following information:

- Organization name, address, telephone number, and website URL (if applicable)
- Executive director and board chair name, email address, and phone number
- Point of contact name, email address, and telephone number
- CDC mission statement, neighborhood served, a description of primary focus areas and/or programs and population served
- Organizations approach to equitable community development and community engagement
- A description of organization's approach to building cross-sector partnerships
- Capacity building project narrative including project activities, project outcomes, neighborhood impact, project budget and other funding sources, and project alignment with CAT

Applicants will be asked to submit the following supplemental documents:

1. IRS 501(c)(3) Letter
2. CDC Budget Template
3. Executive Board List/Roster
4. Recent Minutes from Board of Directors Meeting (within the last quarter)
5. Staff or Fulltime Volunteer List
6. CAT "Certificate" letter indicating CAT assessment completed within last 3 years



INFORMATION SESSIONS:

Information sessions are scheduled for CDC organization board and staff members to receive information on the grant and instructions on completing the online application. Please register for a session using the link below.

Thursday, December 15, 2022 at 3pm (In Person)

Wednesday, January 4th at 12pm (Virtual)

GRANT GUIDELINES:

- Grant award decisions are competitive, and awards are based on a CDC's commitment to organizational development, documented ability to implement capacity building project, and progress.
- Submission of an application for funding does not guarantee that funding will be awarded. Likewise, award of funding one year does not guarantee funding the following year.

REVIEW PROCESS:

- A review committee comprised of Community LIFT funders, community members, and members of LIFT's board of directors
- A CDC's review may include a site visit or pre-review meeting with review committee members (*Note: not all applicants will be visited or have a pre-review meeting. Therefore, all critical information must be included in the grant application)

For more information regarding the CDC Capacity Fund please contact [Nefertiti Orrin](#) Grants Director via email at nefertiti@communitylift.org OR phone at 901-545-5758.