# **2021 Nonprofit Sabbatical Program**

# **Organizational Capacity Building Plan Template for Application**

# The Organizational Capacity Building Plan should focus on existing staff-wide needs and be developed and submitted as part of your application. Capacity building funds are required to be employee-directed rather than management-directed and employees should be engaged in determining use of funds. The plan itself should outline a brief overview of how the organization has engaged staff in determining use of the funds (e.g., continuing education, training, workshop or conference fees), along with the plan itself. There are up to $15,000 of additional support available for these activities.

Applicant name:

Organization:

Total amount being requested:

Provide brief descriptions for the following questions:

How did you engage your staff in the development of using the capacity building funds associated with this opportunity?

What were the results of this staff engagement? What would you actually do with the funds?

How would you categorize the staff engagement results/needs? For example, will you address individual or organizational needs or some combination of both?

Was there anything surprising in the staff engagement itself or the eventual results that led to your Capacity Building Plan?

1. How was this process similar to or different from how you normally develop your capacity building agenda?
2. Please share any additional comments: