OVERVIEW

OBJECTIVE
Support internal, individual efforts of one organization or network.

DESIRED OUTCOME
Advance the desired outcomes of grant portfolios I-III.

PROCESS
Monthly, open grant process for direct grantee partners that seek up to $2,000.

ELIGIBILITY
Applicants must:

- Represent organizations or networks that received a direct grant (not regrants) from us within the last two years.
- Have submitted ODF reports for all previously awarded ODF grants. ODF reports are due by December 15 of the year of the award or sooner.
- Share qualified and important organizational development needs.

MONTHLY DEADLINES & BUDGET
Applications are considered for up to $2,000 each and reviewed on the first of each month, until the fund is depleted for the year.

DIRECTIONS & REQUIREMENTS

REPORT FORM

- Complete this ODF Report Form (pages 2-4 below) if an ODF grant was awarded. It can be downloaded on the "**Organization Development Fund**" page of our website.
- Email **info@sapelofoundation.org** with the completed ODF Report Form as an attachment.
- Submit the ODF Report Form within a month of completing the work or by December 15 of the current year, whichever comes first.
- Title both the email and the attachment: "**ODF Report – [Organization Name]**."

ODF REPORT

Part #1: APPLICANT	
1A. Today's date:	
1B. Organization name:	
1C. Mailing address:	
1D. Phone:	
1E. Name and title of contact person:	
1F. Email address of contact person:	

Part #2: PAYMENT	
2A. Month & year your ODF grant award was paid:	
2B. What was the total ODF grant amount paid?	
2C. Were all funds used?	

Part #3: OPPORTUNITY	
3A. Headline for ODF opportunity: *(one sentence or phrase)*	
3B. Type of ODF opportunity: *(workshop, training, event, technology, etc.)*	
3C. Sponsor/organizer: *(organization, consultant, company, etc.)*	
3D. Location of ODF opportunity, if applicable:	
3E. Date when the ODF opportunity completed:	

Part #4: LEARNING & EVALUATION

4A. Which type of ODF opportunity did you pursue?
(check all that apply)

❑ **Audit or Financial Review**
(Eligibility: Your organization is either pursuing its first audit/financial review regardless of budget size, or it is seeking funds every three years for a budget under $250,000. For more details, see "Audit & Financial Review Policy" in our "Strategic Direction Summary.")

❑ **Board and Governance Development**

❑ **Communications**

❑ **Conference or Event**

❑ **Continued Education or E-Learning Program**

❑ **Financial Sustainability, Diversification, and Fundraising**

❑ **Human Resources, Recruitment, Retention, or Best Practices**

❑ **Justice, Diversity, Equity, and Inclusion Work**

❑ **Leadership Development or Coaching**

❑ **Leadership Transition, Search, or Onboarding**

❑ **Membership or Community Outreach**

❑ **Merger**

❑ **Network or Coalition Development**

❑ **Research, Polling, or Data-Collection**

❑ **Sabbatical Support**

❑ **Staff Development**

❑ **Strategic Plan and Implementation Work**

❑ **Strategies of Policy Advocacy, Civic Engagement, and/or Community Organizing**

❑ **Technology or Database**

❑ **Other:** _____
(please explain)

4B. As a result of this completed ODF opportunity, share (1) benefits or lessons your organization gained and (2) how your organization's long-term financial sustainability, internal capacity, and/or strategic acumen will be improved.
(100 words max)

4C. Would you recommend this ODF opportunity to others? Why or why not?
(100 words max)

4D. Is there anything else you would like to share?
(100 words max)