

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

APPLICATION FORM

- Complete this ODF Application Form (see pages 2-3 below). It can be downloaded on the “[Organization Development Fund](#)” page of our website.
- Email info@sapelofoundation.org with the completed ODF Application Form as an attachment.
- Title both the email and the attachment: “**ODF Application – [Organization Name]**.”
- If seeking funds for two ODF opportunities (that do not exceed \$2,000 of annual grant support), please submit two separate ODF Application Forms. Note: funds must be for a future need, not a past expense.
- If the ODF has been depleted for the year, we will share that update on the website.

REPORT FORM

- Complete the ODF Report Form, 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 APPLICATION

Part #1: APPLICANT

1A. Today's date:	
1B. Organization name:	
1C. Mailing address (for grant check):	
1D. Phone:	
1E. Name and title of contact person:	
1F. Email address of contact person:	

Part #2: ELIGIBILITY

2A. In what year did your organization receive its most recent grant award payment for one of our main grant portfolios: (1) Environmental Justice & Protection, (2) Social Justice, or (3) McIntosh County?	
2B. Did your organization receive an ODF grant award in the past?	
2C. If yes, in what year did you receive your most recent ODF grant award?	
2D. If yes, did you submit a completed ODF Report for that most recent ODF grant award?	

Part #3: OPPORTUNITY

3A. Headline for ODF opportunity: <i>(one sentence or phrase)</i>	
3B. Type of ODF opportunity: <i>(workshop, training, event, technology, etc.)</i>	
3C. Sponsor/organizer: <i>(organization, consultant, company, etc.)</i>	
3D. Location of ODF opportunity, if applicable:	
3E. Future date of ODF opportunity:	

Part #4: TOTAL COSTS

4A. Total expenses for ODF opportunity:	
4B. Grant amount requested for ODF opportunity: <i>(maximum of \$2,000 per year)</i>	



Part #5: ITEMIZED COSTS

5A. Registration fee per person:	
5B. Registration fee for all:	
5C. Travel:	
5D. Lodging:	
5E. Meals:	
5F. Miles: <i>(miles are reimbursed up to \$500, if you share: annual rate set by IRS x miles driven = cost)</i>	
5G. Other: <i>(please explain)</i>	
5H. ATTACHMENTS: If travel is involved, include receipts, invoices, etc. Did you attach them?	

Part #6: PURPOSE

6A. Which type of ODF opportunity are you pursuing?
(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)



7B. Share a summary of this ODF opportunity. Then, share how it will benefit your organization's long-term financial sustainability, internal capacity, and/or strategic acumen.
(150 words max, scroll up or down in response field)