

HANDS HELPING HANDS, INC
Grant Application

Overview and Instructions

We are currently accepting applications from non-profit organizations serving the City of Oakland! Hands Helping Hands, Inc. (H3) is committed to building strong sustainable organizations within and among the not-for-profit community. H3 awards small grants to build the capacity of organizations that serve the most vulnerable populations within our community. Grants in the amount of \$1,500-\$15,000 are awarded on a continuous basis to organization with a 501c3 status or to individuals who have a fiscal sponsor with the IRS non-profit designation. We are interested in providing “3 Tier” funding to applicants that have a demonstrated plan to address organizational weaknesses.

In 2015, we awarded over \$600,000 to non-profit organizations. Approximately 40% of our awards were given to applicants who received two or more grants over the course of the year.

OUR 3-TIER APPROACH



Tier 1: Applicants can request awards for one-time only funding. The funds can be used for a variety of purposes such as staff training, board development or retreats, strategic planning or sponsorships.

Our application process is designed to remove the complexity from the grant-making process by asking applicants to consider and then answer three basic questions about their organization or program.

1. What will the funding be used for?
2. What is the mission of your organization and how do you deliver services?
3. How do you know if your services have been effective
4. If awarded, how will you know if your organization has been successful in achieving item #1?

Tier 2: Grantees are encouraged to apply for additional funding to explore some aspect of strengthening the operations of their organizations. By utilizing an organizational assessment, we ask applicants to take a closer look at staff and board development, operations, funding strategies and other core elements of sustainable organizations. Tier 2 grantees are required to use a portion of their award to hire a technical assistance consultant to help them administer and interpret an organizational assessment. This assessment can be used to identify areas within the organization that need immediate attention. The application includes the following questions:

1. How did you use the funds in Tier 1?
2. Tell us how the funds helped you to achieve your goal? If you were not successful tell us what you need to be successful.
3. Explain how you will use the funds if awarded a Tier 2 grant?
4. Confirm your commitment to conduct an organizational assessment via a Technical Assistance Consultant.
5. What outcomes do you expect to achieve in Tier 2?

Tier 3: Grantees are now ready to establish and implement a plan to address areas identified through the organizational assessment. Grant requests will include hiring a consultant to help in the design and implementation of a capacity building plan. In Tier 3, our goal is to help your organization implement or apply well-researched characteristics of a sustainable organization. The application should describe the process and action taken in Tier 1 and Tier 2 including the results of the organizational assessment and a plan address. A copy of the organizational assessment should be attached to the application.

1. How did you use the funds in Tier 2?
2. If awarded, how will the funds be used to strengthen your organization's capacity?
3. How will the components of the organizational assessment be incorporated?
4. How will you know if your organization has been successful in achieving item #2
5. How will you use the consultant(s) included in your award?

**RETURN APPLICATION and ATTACHMENTS TO: Attn: GRANTS, 1210
Excelsior Ave, Oakland, CA 94610 or dbulls@handshelpinghands.info**

APPLICATION

(Please complete the application below and attach a cover letter, non-profit IRS determination letter and other supporting documentation. Please sign and date at the bottom)

Please indicate the Tier and requested amount below:

- Tier 1 _____
- Tier 2 _____
- Tier 3 _____

Organization: _____

Address and Telephone: _____

Website: _____

Contact Person: _____ Title: _____

Email and Telephone: _____

Annual Operating Budget: _____

List the Number of Full, Part-time and Volunteers on Staff:

In a narrative, please the answer questions that respond to your requested amount and attach in a word document. Refer to the corresponding section above for more details.

Tier 1 Answer the following questions (two page maximum).

1. What will the funding be used for?
2. What is your organizational mission and how do you deliver services?
3. How do you if your services have been effective?
4. If awarded, how will you know if your organization has been successful in achieving item #1?

Tier 2 Answer the following questions (two page maximum).

1. How did you use the funds in Tier 1?
2. Tell us how the funds helped you to achieve your goal? If you were not successful tell us what you need to be successful.
3. Explain how you will use the funds if awarded a Tier 2 grant?
4. Confirm your commitment to conduct an organizational assessment via a Technical Assistance Consultant.
5. What outcomes do you expect to achieve in Tier 2?

Tier 3 Answer the following questions (three page maximum and attach organizational assessment).

1. How did you use the funds in Tier 2?
2. If awarded, how will the funds be used to strengthen your organization's capacity?
3. How will the components of the organizational assessment be incorporated?
4. How will you know if your organization has been success in achieving item #2?
5. How will you use the consultant(s) included in your award?

Signature: _____

Title: _____

Date: _____