

## THE PEW FUND CAPACITY BUILDING PROGRAM

### REQUEST FOR LETTERS OF INQUIRY

March 2008

The OMG Center is pleased to once again invite Pew Fund grantees to apply for capacity building support to help them identify and address pressing organizational needs. Organizations are welcome to apply for funding in one of five categories:

- *Management information systems design and development* - securing hardware, securing and/or designing software, and building related staff skills necessary for managing work more effectively, e.g. for tracking client demographic data, service utilization, and progress toward outcomes
- *Financial management and planning* – assessment, planning and development of financial systems, as well as staff skill building to improve reporting systems and enable organizations to identify the most cost-effective services
- *Evaluation and outcomes system development* - increasing staff knowledge and understanding of evaluation and developing MIS and other internal systems for assessing program effectiveness
- *Leadership development for succession planning* – planning for and implementing strategies for the development of new leaders and/or leadership transitions through identification of leadership needs, development of internal new leadership capacity, and executive leadership succession planning and recruiting
- *New program planning and development* – rigorous planning of new programs through research into and adaptation of research-based, effective practices as well as staff development in support of the new evidence based initiatives

To apply for funding please submit a Letter of Inquiry (LOI) following the guidelines provided below. **Your organization is eligible to apply for a capacity building grant if you have received support from the Pew Fund during the following grant cycles:**

- **Elderly: April 2006 – March 2009**
- **Children, Youth and Families: April 2007 – March 2010**
- **Vulnerable Adults: April 2008 – March 2011**

**Organizations with existing capacity building awards may not apply until their projects are complete.**

One or two year projects will be considered; **preference will be given to one year projects.** Those organizations whose LOIs respond most directly and persuasively to the application guidelines will be invited to submit full proposals. The strongest of these proposals will be awarded capacity building support in June 2008. Please feel free to contact Patty Ohlott (215-732-2200 ext. 234; patty@omgcenter.org) or Gerri Spilka (215-732-2200 ext. 232; gerri@omgcenter.org) with any questions about project or organizational eligibility or to explore how the capacity building resources might be helpful to your organization.

## **Application Guidelines**

Your LOI **must be submitted to OMG by Friday, April 25th, no later than 5:00 p.m.** and will need to include four copies of the following materials:

- The LOI Cover Sheet (see form on page 3)
- The Project Overview Form (see form on page 4)
- A **3-page narrative (maximum)** with the following information:

### **Purpose for Which Support is Requested**

- Summarize the organizational problem you want to address and how the proposed work fits with your broader organizational capacity building plan, as well as why the timing might be appropriate now. (Please note that the proposed project must fit within one of the five funding areas described above.)
- Summarize the proposed activities, including major project components, timeline, lead staff members, and consultants.
- Summarize the anticipated impact the activities would have on your organization's ability to provide high-quality, cost-effective services, and how this impact would be measured.

### **Organizational Background**

- Provide a brief statement of your organization's mission and a description of current programs.
- Identify the staff that will be responsible for ensuring the successful completion of this project. What will be their roles and responsibilities on this project?
- Describe any current or recent (within the last two years) capacity building grant(s) awarded through the Pew Fund for Health and Human Services.

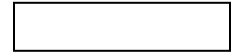
### **Estimated Costs**

- Provide an estimate of the *total cost* of the proposed activities.
- Provide an estimate of the *total amount of support requested from the Pew Fund* for the proposed activities and services.
- Provide an estimate of the amount of funds for the project received/expected from other sources.
- Describe how Pew Fund support would be used (e.g., consultant fees, supplies). *Please note that capacity building grants typically do not support staff operations; if staff is needed to manage the capacity building project, explain why and budget appropriately.*

**Four copies of the LOI should be mailed or hand-delivered to OMG by Friday, April 25th, no later than 5:00 p.m.** LOIs will not be accepted via facsimile or e-mail. Any applications received later than the deadline will not be considered. Please submit LOIs to the following address:

**Pew Fund Capacity Building Project  
OMG Center for Collaborative Learning  
1528 Walnut Street, Suite 805  
Philadelphia, PA 19102**

**The OMG Center  
Pew Fund Capacity Building Program**



**Letter of Inquiry Cover Sheet Spring, 2008**

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Web site (if applicable): \_\_\_\_\_

Contact Person for this LOI: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Counties in which project will be implemented (check all that apply):

Bucks     Chester     Delaware     Montgomery     Philadelphia

Current Pew Fund Service Delivery Grant (check all that apply)

Children Youth and Families     Vulnerable Adults     Elderly

Since January of 2006, how many times has your organization:

- Previously submitted an LOI for a Pew Fund capacity building grant? \_\_\_\_\_
- Previously submitted a full proposal for a Pew Fund capacity building grant? \_\_\_\_\_

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**Funding Category**

Indicate to which funding category your request applies (check only **one**):

Management information systems design and development

Financial management and planning

Evaluation and outcomes systems development

Leadership succession and executive transition planning

New program planning and development

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Agency's most recent annual operating budget:    \$ \_\_\_\_\_    FY ends: \_\_\_\_\_ (month/year)

Estimated total cost for proposed activities:    Year 1: \$ \_\_\_\_\_    Year 2: \$ \_\_\_\_\_

Estimated amount of Pew Fund support requested:    Year 1: \$ \_\_\_\_\_    Year 2: \$ \_\_\_\_\_

Estimated project funds from all other sources:    Year 1: \$ \_\_\_\_\_    Year 2: \$ \_\_\_\_\_



**PROGRAM OVERVIEW  
PEW FUND CAPACITY BUILDING PROGRAM**

<b>Organization Name:</b>	
<b>Organization Mission:</b>	
<b>1- or 2-Year Capacity Building Goal(s):</b>	
<b>How does this goal fit into your overall organization-strengthening plan?</b>	
<b>What are the expected outcomes from this work?</b>	