

# Nonprofit Development & Support (2026)

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*Vermont Community Foundation*

## *Grant Program*

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### Which grant program are you applying for?\*

#### Choices

Nonprofit Capacity Building  
Special and Urgent Needs

### Project Name\*

*Character Limit: 100*

### Total Amount Requested\*

Minimum \$500 / Maximum \$5,000

*Character Limit: 20*

## *Nonprofit Capacity Guidelines*

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Grants will be no more than \$5,000 each and will support the cost of consultants for the activities below.

The program will fund activities to increase the effectiveness and sustainability of nonprofit organizations so they can better serve their communities. Here are some examples of what the program will fund:

- Strategic planning initiatives to clarify mission, goals, and performance measures
- Financial sustainability planning, including diversification of revenue streams, and enhanced fundraising and development skills, plans, or activities
  - *NPCB does not support marketing or communication work for specific fundraising efforts. For example, it will support a consultant that helps an organization create an outreach template that can be used and adapted over time, but it will not support a consultant who writes a web page, email, or flyer for a particular fundraising effort.*
- Merger planning
- Diversity, equity, and inclusion policy development and implementation
- Board and leadership training intended to provide a focused learning opportunity that builds organizational capacity

- *NPCB does not support training for one leader or one person in the organization. It supports leadership training that will benefit the entire organization and its board over time.*
- Support for organizational adjustments to address challenges caused by changes in federal funding or policies. Grant funding may be used for consultant-led planning for items such as: exploring new staffing models, reevaluating program offerings, and/or revisiting financial sustainability and/or revenue planning.

For projects other than those listed, include details on how this work will support your organization's ability to execute your mission, why it is important at this time, and clear evidence of Board support.

**\*\*Please note that grant funds can only be used to cover consultant fees.**

The program will prioritize applicants with operating budgets of \$250,000 or less, and will not consider applicants with operating budgets over \$1 million. Full guidelines are available on our website by clicking [here](#).

### What does the NPCB program *not* support?

- Repeat funding of the same organization or initiative within a 3-year period
- Board recruitment efforts
- Capital campaign preparation including feasibility studies
- Grant writing fees
- Startup costs for organizations seeking nonprofit status
- Activities that have already taken place or costs already incurred
- Consultant costs to support marketing and outreach, web development, communications, construction or other structural design, and/or event planning
- Staff training, licensures, and/or (re)certification expenses
- Salary and benefits, and/or professional development
- Operational capacity building (e.g. training on new software)
- Implementation of a strategic or financial plan
- Requests from organizations with yearly operating budgets over \$1 million
- Organizations that do not primarily serve Vermonters

### Helpful Hints:

Character limits include spaces.

- Be sure to save your work frequently by clicking the "Save" button at the bottom of the page as the system will log out after 90 minutes of inactivity.

- The size of text boxes can be adjusted by dragging on the lower right corner.
- Create a PDF version of your application via the "Application Packet" button at the top of the page. All content and attachments will be included.

All applications must be submitted electronically to the Vermont Community Foundation through the application form in the Online Grants Manager, which can be accessed at [www.vermontcf.org/OGM](http://www.vermontcf.org/OGM). Applications will not be accepted by mail or email. If you have questions about the Online Grants Manager, please contact [grants@vermontcf.org](mailto:grants@vermontcf.org) or 802-388-3355 opt.6.

***Applications are accepted and reviewed on a rolling basis.***

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## Organizational Questions

### What is your organization's annual operating budget?\*

*Character Limit: 20*

### Financial Statements - Current Fiscal Year\*

Upload a copy of your organization's budget to actual, including both revenue and expenses, from its current fiscal year. Sample documents can be downloaded from the Community Foundation's website - visit our Online Grants Center FAQ for more details.

*File Size Limit: 3 MB*

### What status best describes the applicant?\*

Our grants must be paid to a registered 501(c)(3) nonprofit, place of worship/religious group, or town/municipal agency. If your organization or group does not fall into one of these categories, you will need to use a fiscal sponsor. If you have questions, please contact 802-388-3355 opt. 6. We are happy to talk through your options.

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#### Choices

Municipal entity (i.e., town, public school, or other municipal department or agency)

Registered 501(c)(3) nonprofit

Place of worship or religious group

Other - Please provide details in your answer to the next question.

### Use this space to provide additional information about the applicant's status. (If Applicable)

If you have a fiscal sponsor—or if you operate under the umbrella of a larger registered nonprofit—provide their name below.

*Character Limit: 200*

## Fiscal Sponsor Agreement Form (If Applicable)

Download a blank Fiscal Sponsor Agreement Form ([click here to download the form](#)) and forward it to your fiscal sponsor to print, fill out, and sign. The form must be filled out completely and you must use the official VCF form. Please call 802-388-3355 opt. 6 if you have questions.

**Upload the form here.**

*File Size Limit: 3 MB*

## Nonprofit Capacity Building Application Questions

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### Previous Nonprofit Capacity Building Funding\*

Has your organization received support from the Nonprofit Capacity Building program in the last three years? *Please note that this capacity building grant cannot be awarded to the same organization or initiative within a 3-year period.*

#### Choices

Yes

No

*If you answered yes above, we recommend contacting the Community Impact team to discuss other potential funding resources.*

### Which of these areas of work apply to your project?\*

#### Choices

Strategic planning initiatives

Financial sustainability planning

Diversity, equity, and inclusion policy development and implementation

Merger planning

Board and leadership training as described above

Support to address challenges caused by changes in federal funding or policies

Other, describe:

#### Other:

*Character Limit: 1000*

### Why is now the right time for your organization to take on this work?\*

*Character Limit: 1250*

### Describe the work that you will do.\*

Please list and describe the tasks and/or steps planned for the work proposed, and note any products (reports, plans, or other deliverables) you expect to create.

*Character Limit: 2500*

## Project Timeline\*

Describe your project timeline, including the expected start date, how long the project will take, and the expected completion date.

*Character Limit: 2500*

## Project Outcomes\*

What are you hoping this work will accomplish? What will be different for your organization because of this work?

*Character Limit: 2500*

## Consultant\*

This grant program only funds professional consultant costs to facilitate the work described above. Share the name of the consultant if you have chosen one and include their contact information and website if available. Please also attach the scope of work from your consultant (see next question). Ideally, this document will include the number of hours required for or cost of each activity or deliverable. If you have not yet chosen a consultant, please tell us how you plan to identify one.

*Character Limit: 1250*

## Consultant Scope of Work

Please attach a copy of the consultant's scope of work. It is not required that you have a copy of the consultant's scope of work when you apply. However, if you are awarded a grant, VCF will require a scope of work from your consultant, once secured, before we can release the grant check.

*Character Limit: 2000 | File Size Limit: 3 MB*

## Project Budget\*

Attach a copy of your itemized project budget showing all expenses and revenue for the full project, including consultant fees, with a narrative description for each expense line included in the budget document. Sample documents can be downloaded from the Community Foundation's website - visit our [Online Grants Center FAQ](#) for more details.

*File Size Limit: 3 MB*

## Letter of Support\*

Please attach documentation of board support for the work you are proposing (not for the proposal itself). This can be either a letter from board chair(s) or copies of board minutes that reflect approval of the proposed effort. Please try to combine multiple files into one upload.

*File Size Limit: 3 MB*