

**2015 Sonoma Valley Fund Capacity-Building Application Questions**

1. **ORGANIZATION:**
   1. *Briefly describe your mission and vision.*
   2. *Summarize the programs and/or services your organization provides.*
   3. *What are your organizations core competencies? What does your organization do especially well?*
   4. *Describe the contributions of your board to the overall health and operations of your organization.*
2. **COMMUNITY NEED:**
   1. *Describe the specific opportunity or condition(s) in the Sonoma Valley community that your organization addresses.*
   2. *What current evidence do you have that there is demand for your services? For example, are you fully subscribed? Is there a waiting list?*
3. **CLIENTS SERVED:**
   1. *Please tell us about the clients you serve, including demographic information.*
4. **ORGANIZATIONAL READINESS:**
   1. *Describe the conditions that exist in your organization that indicate your readiness to participate in a capacity building program? (refer to the grant guidelines for details on organizational readiness)*
5. **CAPACITY BUILDING SUPPORT:**
   1. *Describe why your organization might be interested in working with a consultant to complete an organizational assessment and capacity building plan.*

1. **PARTICIPANTS:**
   1. *Please name the people from your organization that you expect to participate in the capacity building program, describe why they have been selected and provide brief information about their background.*

**The following must accompany all submitted proposals:**

*General*

* A cover letter signed by a senior executive and the board chair of the organization
* A list of board trustees with their professional affiliations.

*Financial*

* The most recent audited financial statement (when possible)
* A year-to-date profit and loss statement that compares budgeted and actual income and expenses