

# Shape Up San Francisco Capacity Building Mini Grant Application (due October 22)

Applications DUE by 5 pm on October 22, 2024. Visit [sf.gov/shapeupsf-cbat](https://sf.gov/shapeupsf-cbat) for more details.

\* Indicates required question

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## Application Instructions

- Please fill out the questions to the best of your ability.
- Answers do not need to be long, preferably 100-200 words.
- If you need clarification on a question, please email David Byrd at [david@capacityblueprint.com](mailto:david@capacityblueprint.com).

## Your organization must meet ALL the criteria below to be eligible.

- Organizations must have a focus on healthy eating and/or active living
- Organizations must be based or provide services in San Francisco
- Organizations must have an operating budget of less than \$600,000 for their next fiscal year
- Organizations must have leadership (board and/or staff) from the communities they serve
- Organizations must be a 501c3 or fiscally sponsored by a 501c3.
- Organization must be in compliance with California's registration and reporting requirements.

Organizations who received a grant from Shape Up SF in the last 3 years are NOT eligible to apply

## Eligibility

1. **Does your organization have a focus on healthy eating and/or active living? \***

*Mark only one oval.*

- Yes, my organization focuses on healthy eating
- Yes, my organization focuses on active living / physical activity
- Yes, my organization focuses on both healthy eating and active living
- No, my organization does not focus on either healthy eating or active living <-- Unfortunately your organization is NOT eligible for this grant.

2. **Is your organization based in San Francisco or provide significant services in the City? \***

*Mark only one oval.*

- Yes
- No <-- Unfortunately your organization is NOT eligible for this grant.

3. **Does your organization have an annual operating budget of \$600,000 or less for your next fiscal year? \*** If you are a program within a larger organization, you are not eligible to apply if the organization's annual budget is over \$600,000. However, if your organization has a fiscal sponsor, only your organization's annual budget needs to be \$600,000 or less (not the fiscal sponsor's).

*Mark only one oval.*

- Yes
- No <-- Unfortunately your organization is NOT eligible for this grant.

4. **Is the Leadership of your organization (including the Board) representative of the communities that you serve? \***

*Mark only one oval.*

- Yes
- No <-- Unfortunately your organization is NOT eligible for this grant.

5. **Is your organization a 501c3 or fiscally sponsored by a 501c3? \***

*Mark only one oval.*

- Yes, my organization is a 501c3
- Yes, my organization is fiscally sponsored by a 501c3
- No <-- Unfortunately your organization is NOT eligible for this grant.

6. **What is the Federal Tax ID Number (EIN) for your 501c3 organization or your fiscal sponsor's 501c3 organization? \***

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7. **Is your organization in compliance with California's registration and reporting requirements? If unsure, [click here](#). \***

*Mark only one oval.*

- Yes
- No <-- Unfortunately your organization is NOT eligible for this grant.

8. **Has your organization received a grant from Shape Up SF in the last 3 years?** \*

*Mark only one oval.*

- Yes <-- Unfortunately your organization is NOT eligible for this grant.
- No

### **The Application**

9. **What is the name of your organization? \***

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10. **If your organization has a website, please provide the URL. \***

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11. **When was your organization started? \***

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12. **What is the name of the person completing this application? \***

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13. **What is your email address? \***

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14. **Who will be the main contact at your organization if you receive the grant?** \*  
(Write "see above" if it is the same person, otherwise provide name and email below.)

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15. **What problem is your organization trying to solve?** If you have a mission statement, please share that here. \*

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16. **What programs or services does your organization offer? Who do you serve and where are your programs located?** \*

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17. **How many people (approximately) does your organization serve each year?** \*

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18. **What is your projected annual budget for next fiscal year? \***

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19. **How many full-time staff members do you have (if any)? How many part-time staff members (if any)? \***

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20. **Please describe the demographics of the staff, leadership and Board members for your organization. \***

Provide any relevant information about the people who work/volunteer for your nonprofit to show that the community served is represented by your organization.

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21. **How would you spend this \$20,000 capacity building grant? Please include \* specific activities and costs.**

*Grants for capacity building typically support infrastructure or administrative expenses, not programmatic expenses. Examples include technology upgrades, staff coaching, accounting help, strategic planning, board coaching, leadership training, etc. If you have questions about capacity building activities, please email or join our office hours.*

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22. **What else would you like to share about your organization?**

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23. **How did you hear about this grant opportunity? Check all that apply. \***

*Check all that apply.*

- Shape Up Newsletter
- Shape Up Google Group
- Shape Up Coalition Meeting
- From other listservs or coalitions
- Social media
- Word of Mouth
- Other: \_\_\_\_\_

Thank you!

Grants will be announced in the November Shape Up SF Newsletter. Visit [www.shapeupsfcoalition.org](http://www.shapeupsfcoalition.org) to subscribe to the monthly newsletter.

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