

## Capacity Grant: Application – FY27

### SECTION 1: OVERVIEW

#### Purpose

Utahns thrive when our nonprofit organizations succeed. The capacity grant provides funding to recently established nonprofit organizations to invest in and assist with sound operations, strong governance, and community resilience. Grant funds are designed to support and enhance foundational structures within an organization, which will result in more robust ways to address community needs. By creating efficiencies in board development, human resource management, marketing and communications, and strategic planning, nonprofit organizations will establish pathways that better enable them to fulfill their mission.

Funding is provided through a partnership with IKEA. For additional information, visit [multicultural.utah.gov/capacity-grant](https://multicultural.utah.gov/capacity-grant).

#### Focus Areas

Applications must align with at least one of the focus areas. While organizations may select more than one, we encourage organizations to consider the feasibility of projects with multiple focuses.

- **Board development:** Developing board policies and procedures to provide effective oversight and strategic decision-making to govern the organization.
- **Human resource management:** Implementing strategies and professional development opportunities that foster a more connected and engaged workplace, where employees feel valued and integrated into the organizational culture.
- **Marketing and communications:** Investing in tools and resources to disseminate information responsively and to execute accessible communication strategies.
- **Strategic planning:** Collaborating with key stakeholders to establish multi-year priorities and measurable objectives that will direct and further the organization's work.

#### Eligibility

- Organizations must be a 501(c)(3) nonprofit organization.
- Organizations must have been established between 2020–2024, which is determined by the effective date of exemption listed on the IRS determination letter.
- Organizations must have an active status as a domestic nonprofit corporation in the state of Utah through the [Division of Corporations and Commercial Code](#).
- Organizations must be able to maintain a separation of duties among the following positions (i.e., these roles must be held by different individuals within the organization):
  - Executive director
  - Program manager/coordinator (or equivalent)
  - Finance manager/coordinator (or equivalent)

The following organizations are ineligible to apply:

- Fiscal sponsors
- Former grant recipients with overdue reports

#### Awards

Organizations may request between \$5,000–\$10,000.

#### Funding Cycle

Projects must run between July 1, 2026 to June 30, 2027.

#### Ineligible Expenses

Grants are not intended to fund the following:

- General operating costs (administrative staff salaries/benefits, rent, utilities, etc.) \*
- Direct services or programs
- Debt reduction
- Fundraising events (awards, galas, campaigns, etc.)
- Endowments
- Gift cards
- Certifications, scholarships or tuition fees
- Out-of-state travel
- Political or lobbying activities
- Capital expenses or maintenance

\* **Note:** Funds may pay for part-time staff salaries and benefits for time spent solely on the grant project, outside of their normally scheduled hours. This includes part-time staff who work additional hours to complete the project or temporary employees hired solely to carry out the project.

### **Required Documentation**

As part of the application process, organizations are required to provide the following:

- IRS determination letter
- [Form W-9](#)
- [Project budget](#)

### **Evaluation**

The evaluation committee consists of an independent review panel. They will review applications based on the [rubric](#) and following criteria:

- Project plan
- Project goals
- Project alignment

All applications will be vetted for basic grant eligibility. The rubric is meant to ensure that all committee members are evaluating the same criteria.

### **Reports**

Grant recipients must complete the following as part of the reporting process:

- Interim meeting (complete by January 29, 2027)
- Final report (due by July 31, 2027)

### **Compliance**

Future funding from the Utah Division of Multicultural Affairs is contingent upon complying with the parameters of this grant program. If awarded, organizations are required to participate in an orientation meeting prior to contracts and payments being issued. Organizations are also responsible for informing the division of any substantial changes to grant activities, which must be approved before the continued expenditure of funds.

### **Deadline**

Applications close on April 15, 2026 at 5 p.m.

### **Contact**

Contact us at [mcagrants@utah.gov](mailto:mcagrants@utah.gov) or 801-245-7200.

\* = Required

## SECTION 2: ELIGIBILITY

If you answer “no” to any of the following questions, your organization is not eligible for funding.

1. Is your organization a registered 501(c)(3) organization? \*
  - Yes
  - No
2. Was your organization established between 2020–2024 according to your determination letter? \*
  - Yes
  - No
3. Does your organization have an active status as a domestic nonprofit corporation through the [Division of Corporations and Commercial Code](https://businessregistration.utah.gov/EntitySearch/OnlineEntitySearch) (Search at: [businessregistration.utah.gov/EntitySearch/OnlineEntitySearch](https://businessregistration.utah.gov/EntitySearch/OnlineEntitySearch))? \*
  - Yes
  - No
4. Does your organization have the following positions in place to maintain a separation of duties in overseeing the grant: 1) executive director, 2) program manager/coordinator (or equivalent), and 3) finance manager/coordinator (or equivalent)? \*
  - Yes
  - No

## SECTION 3: ORGANIZATION INFORMATION

5. Legal Name of Organization \*
6. Doing Business As (DBA) Name
7. Federal Tax ID (EIN) \*
8. Utah Entity Number (Search at: [businessregistration.utah.gov/EntitySearch/OnlineEntitySearch](https://businessregistration.utah.gov/EntitySearch/OnlineEntitySearch)) \*
9. Executive Director’s Name \*
10. Executive Director’s Email \*
11. Executive Director’s Phone \*
12. Program Manager/Coordinator’s Name \*
13. Program Manager/Coordinator’s Job Title \*
14. Program Manager/Coordinator’s Email \*
15. Program Manager/Coordinator’s Phone \*
16. Finance Manager/Coordinator’s Name \*
17. Finance Manager/Coordinator’s Job Title \*
18. Finance Manager/Coordinator’s Email \*
19. Finance Manager/Coordinator’s Phone \*

## SECTION 4: PROJECT OVERVIEW

20. Project Start Date \*
21. Project End Date \*
22. Select the project’s focus area(s) from the following options: \*
  - Board development
  - Human resource management
  - Marketing and communications
  - Strategic planning

## SECTION 5: PROJECT PLAN

23. Project Description: Provide a detailed description of your proposed project by addressing the following: a) What is your project about? b) How will the project help address a current need in your organization? c) What does the planning process look like? \*
24. Project Timeline and Milestones: The grant cycle can be separated into the following quarters:

Jul–Sep, Oct–Dec, Jan–Mar, and Apr–Jun. Provide a timeline for your project by listing the project milestones you aim to accomplish each quarter. \*

25. Organizational Support: Who will be involved in the project and what are their roles? How will your organization receive guidance and direction from your board, managerial team, and executive leadership to plan and implement this project? \*
26. Budget Narrative: Describe in detail how the grant funds will be spent. For each line item in the budget, provide your reasoning for why the expense supports the project. \*

#### **SECTION 6: PROJECT GOALS**

27. Organization Mission: State your organization’s mission statement. \*
28. Project Goal and Metric 1: State the first goal of this project and how the goal will help fulfill your organization’s mission. Explain the steps to achieve this goal and the metric you will use to track the goal’s progress and success. \*
29. Project Goal and Metric 2: State the second goal of this project and how the goal will help fulfill your organization’s mission. Explain the steps to achieve this goal and the metric you will use to track the goal’s progress and success. \*

#### **SECTION 7: PROJECT ALIGNMENT**

30. The mission of the division is to promote well-being and thriving for all Utahns. Who does your organization primarily serve and how does your organization cultivate programs and resources to address the needs of the community in Utah? \*

#### **SECTION 8: UPLOADS**

31. 501(c)(3) Determination Letter \*
32. Form W-9 \*
33. Project Budget (Download and use the template: [bit.ly/mca-capacity-grant-budget-FY27](https://bit.ly/mca-capacity-grant-budget-FY27)) \*

#### **SECTION 9: ACKNOWLEDGEMENTS**

34. By submitting this application, I acknowledge that if my organization is selected as a grant recipient, my responsibilities include the following:
  - Participating in an orientation meeting before a contract is issued
  - Providing project updates during a midpoint check-in meeting by January 29, 2027
  - Completing a final report by July 31, 2027
  - Notifying the division of any substantial changes to grant activities

I acknowledge that I have fully read and understood the grant guidelines and information listed above. \*

- Yes
- No