

FY26 UWSM COMMUNITY INVESTMENT APPLICATION WORKBOOK

Capacity Building Application

FY26 (July 1, 2025 – June 30, 2026) Capacity Building Application

Capacity Building grants are designed to enable smaller organizations to develop their own internal capacity to further Thrive2027 principles in the community (specifically through advancing a racial equity initiative(s) and/or strengthening program measurement & evaluation). NOTE: These investments are focused on building capacity in support of these two areas only. This investment is not meant to expand regular programmatic work or general operating expenses.

United Way of Southern Maine (UWSM) is accepting applications to address Thrive2027 goals in York and Cumberland Counties (minus Brunswick and Harpswell) until **Friday, January 17, 2025, at 11:59 p.m.** (Applicant support will be available until 5:00 p.m.)

Essential resources to help you complete your application:

- Word Doc Application Template
- Workbooks for detailed help drafting your application
- Thrive2027 Goals Framework
- Shared Outcome Measures
- Data Dashboard
- UWSM Staff Contact Information (for questions)
 - We welcome the opportunity to meet with applicants to answer any questions in advance of the application deadline. We strongly suggest new applicants meet with UWSM prior to submitting an application. Click [here](#) to schedule a time with UWSM staff.
- Information on past funding amounts, including average award size and the largest award size for the prior two years. The minimum award amount is \$10,000.

Links to Applications:

Please only click the link once because each time it is clicked, it creates a new application. To sign into your saved application, do not click the original link below, but instead retrieve your draft here: [Application Portal](#)

[Capacity Building Application](#)

Eligibility Requirements

NOTE: In order to be eligible, your organization must be able to say “yes” to all of the following questions.

1. Our organization is a non-profit 501(c)(3) federal tax-exempt organization, public school, municipal entity, Indian Tribal government or can demonstrate a legal relationship with an established 501(c)(3) acting as our fiscal agent.
2. Our organization certifies that all UWSM funds and donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.
3. Our organization operates consistent with applicable federal, state, and local laws, regulations, and ordinances. Compliance with this policy by agencies shall be a pre-condition of UWSM funding.
4. Our organization’s annual operating budget in the preceding year was less than \$750,000.
5. Our organization is able to provide the required financial documents as listed below:

- i. Applicants with an annual revenue between \$250,000 - \$750,000 in the preceding year can either submit an audit, *or* a review of financial statements, *or* answer a series of questions that detail some of their financial processes.
 - ii. Applicants with an annual revenue in the preceding year of less than \$250,000 are required to submit an IRS Form 990.
6. Our organization and all partners represented in the application confirm endorsement of Thrive2027's (Thrive2027.org) three, ten-year goals.
 7. Our organization is requesting no more than \$10,000.
 8. The program for which we are seeking funding serves Southern Maine, defined as residents of York County or Cumberland County minus Brunswick and Harpswell.
 9. Our organization submitted the required final grant report. (NOTE: This is only if you received a grant previously from UWSM.)

Organization & Fiscal Agent Information

Helpful Tip: Eligibility & Scoring Preference

Capacity Building grants are designed to enable smaller organizations to develop their own internal capacity to further Thrive2027 principles in the community (specifically through advancing a racial equity initiative(s) and/or strengthening program measurement & evaluation). NOTE: These investments are focused on building capacity in support of these two areas only. This investment is not meant to expand regular programmatic work or general operating expenses.

Organizations or collaborations with annual budgets under \$750,000 are eligible for this funding opportunity. Additional scoring preference will be given to organizations led by and serving people of color.

Thrive2027 Capacity Building Application Questions

(Please answer all questions. Entering "n/a" if not applicable.) * Denotes required field

Applying Organization or Fiscal Agent	
*Type of Applicant (Organization or Collaboration):	
*Organization Name or Fiscal Agent Name: <i>(This is the holder of the 501(c)(3) Federal Tax ID)</i>	
*Tax ID or EIN:	
*Address <i>(Street, City, State, Zip Code):</i>	
Organization Website:	
Applying Organization (if Fiscal Agent is listed above) <i>If a Fiscal Agent is listed above, please provide information on the organization running the program seeking funding below. You can find more information about fiscal agents on this website.</i>	
Organization Name:	
*Organization Website:	
Collaboration Name (if applicable):	

<p>If you are applying for funding as part of a formal partnership with other organizations, please include a full list of (organizational) partners: <i>You will be asked to upload official agreements later in the application.</i></p>	
<p>*Organization or Collaboration (if applying as a collaboration) description: (200 words)</p>	
<p>Collaboration Website (if applicable):</p>	
<p>*Is your organization led by a person of color? <input type="checkbox"/> Yes <input type="checkbox"/> No (This is considered as part of our scoring preference, not tied to eligibility. Please see the 'Helpful Tip' above.)</p>	
<p>*Does your organization primarily serve people of color? <input type="checkbox"/> Yes <input type="checkbox"/> No (This is considered as part of our scoring preference, not tied to eligibility. Please see the 'Helpful Tip' above.)</p>	
<p>*Application Completed By: <i>(Name, Title, Phone, Email)</i></p>	
<p>*Primary Contact: <i>(Name, Title, Phone, Email)</i></p>	
<p>*Reporting Contact: <i>(Name, Title, Phone, Email)</i></p>	
<p>*CEO/Executive Director: <i>(Name, Title, Phone, Email)</i></p>	
<p>*Board Chair (or equivalent volunteer role): <i>(Name, Title, Phone, Email)</i> <i>This information is used for contracting purposes for applications that receive funding.</i></p>	

Project Information

Helpful Tip: Word Counts

We have listed the suggested number of words to include in your response to each question. Though we strongly encourage you to remain close to these word counts, limits in Blackbaud are set higher to provide flexibility and reduce barriers.

*Program Name for which funding is being requested:

*Focus of Request: (check all that apply)

- To advance a racial equity initiative(s), or
- To better measure/evaluate programmatic work to be able to report on Thrive2027 shared performance measures.

NOTE: These investments are focused on building capacity in support of these two areas only. This investment is not meant to expand regular programmatic work or general operating expenses.

***Program Description:** Provide a short (no more than 3 sentences) description of the program for which you are requesting funding. This will be used for volunteer reviewers. (100 words)

***Description of Activities:** Provide a full description of how you intend to use these funds to either advance a racial equity initiative(s) or to better measure/evaluate programmatic work. Please include how this work will help advance Thrive2027 in Southern Maine, specifically through your selected strategy(ies). NOTE: These investments are focused on building capacity in support of these two areas only. This investment is not meant to expand regular programmatic work or general operating expenses. Applicants may apply for a second year of funding if they are applying under a new focus or are continuing to the next phase of currently funded work. (750 words)

***What are the ways you will measure the success of your project?** (200 words)

***If your program is chosen for funding, would you be interested in working with United Way of Southern Maine to develop volunteer opportunities (including group, virtual, hands-on, and/or capacity building) that strategically impact the Thrive2027 goals?** *This question is optional and will not impact funding decisions.*

Yes No

If yes, please provide the organization's volunteer contact name and email.

***Which Thrive2027 strategy or strategies will your work support?**
(Please select at least one **Priority Strategy**.) See the 'Helpful Tip' below.

***Strategy 1:**

This will be a drop-down selection in Blackbaud.

Strategy 2:

This will be a drop-down selection in Blackbaud.

***Geographic Area Served**

What % of this program's work falls into each county (an estimate is fine). *Select both if applicable; enter number only, no % sign.*

Cumberland County

○ ___%

York County

○ ___%

Helpful Tips: Thrive2027 Strategies

Select up to two strategies from the Thrive2027 Goals Framework document that align with your proposed work. You must select a **Priority Strategy**, which are the bolded strategies in the document. Though you will be selecting the strategy(ies) that your work supports, you will not be asked to measure against the Shared Outcome Measures through the Capacity Building funding opportunity.

Budget Information

*Funding Amount Requested: (maximum of \$10,000)	\$
*Total Project Budget:	\$
*Organization's Total Annual Budget:	\$
*Provide an explanation of your project budget in addition to completing and submitting the budget form for this application. Include how UWSM funding fits with any other funding received for this project (300 words)	
If you plan to continue this project after the end of this funding, share your plan for funding the work. (300 words)	
*Do you have any legal processes pending? If so, please explain the situation and any potential impact on the organization and its ability to deliver on the proposed services	

Attachments

Please upload the applicable documents listed below.

Helpful Tip: Uploading a document in Blackbaud

- Click the "Choose File" button
- Browse to the document on your computer
- Select the document, then click OK. You will return to the Blackbaud page.

Note: You can only upload one document per field. Please combine multiple files into one before uploading. If you upload a document that does not pertain to the attachment requested, it will not be included in the review. Also, when opening templates to complete, where they open depends on your web browser and your settings. You may see a downloaded file to open (often found either in the lower left-hand corner or upper-right hand corner of your web browser). Or, it may open in a new tab in your browser.

- *Organizational Chart
- *Board Member List (include names and positions of each board member, along with length of service)
- *Project Budget: NOTE: You may submit your own budget form and indicate on it which expenses will fall under UWSM funding **OR** you may complete and submit the budget template provided at the link above.
- *Organization Budget
- *Required Financial Documents – see Helpful Tip below for required documents by budget size
 - Review of Financial Statements (if applicable)
 - Simplified Financial Review Worksheet (if applicable)
 - Last three month's bank statements (if applicable)
 - Partnership Chart (If applicable)
 - Official Partnership Documents (If applicable)

Helpful Tip: Required Financial Documents

- Applicants with an organizational budget between **\$250,000 - \$750,000** can either attach an audit or a review of financial statements or answer a series of questions in the Simplified Financial Review Worksheet (worksheet template provided) and last three months' bank statements.
- Applicants with an organizational budget under **\$250,000** will submit a form 990

Next Steps

- As a reminder, the deadline is Friday, January 17, 2025, at 11:59 p.m. (Applicant support is available until 5:00 p.m.)
- When the application is submitted, you will be automatically e-mailed a record of completion.

Contacts:

For technical issues: Blaine Flanders, bflanders@uwsme.org.

For general application questions: Karen Stephenson, kstephenson@uwsme.org