Grant Writing for Community Based Organizations:

Organizational and Staff Capacity

Organizational Capacity

- This section highlights the qualifications, experience, and capacity of your organization and team to successfully implement the proposed project.

- The statement should explain how your organization's mission and expertise align with the goals of the proposed project.

- Provides funders with confidence that you have the right people and resources in place to achieve the project's objectives.

Organizational Capacity

Facilities, technology, and other resources that will support the project.

Strategic partnerships and collaborations that enhance your organization's capacity to deliver the project.

Your organization's track record in achieving its goals and making an impact.

Staffing

- List the names and titles of key staff members involved in the project.

- Clearly define the roles and specific responsibilities of each team member within the project.

- Provide a brief overview of each person's qualifications, relevant experience, and expertise related to the project.

- **Common Pitfall:** Assigning too many responsibilities to a few key individuals, which may raise concerns about their ability to manage the workload.
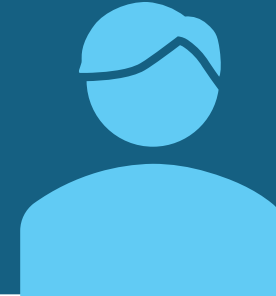
Example

Name: Marko Elders, Certified Peer Specialist
Role: Engage individuals in the emergency department for a behavioral health crisis.
Experience: 5 years as a Certified Peer Specialist focused on engaging individuals post opioid overdose to motivate them to attend treatment.

Name: Alison Green, BA
Role: Supervise outreach staff. Oversee productivity, population served, documentation, and incentive distribution.
Experience: For the last 7 years, has supervised the methadone program, including scheduling, programming and daily operations.

Tips for this Section

Focus	Focus on Relevance
Data	Use Quantifiable Data
Highlight	Highlight Unique Strengths
Provide	Provide Evidence of Success
Align	Align with Funder's Goals

Section Checklist:
Staffing and Organizational Capacity

✓ Section provides a detailed descriptions of what each person will do and how their role contributes to the project's success.

✓ Includes the specific skills and past experiences that make team members well-suited for their roles in the project.

✓ The responsibilities are distributed appropriately among the team and consider including additional support staff if necessary.

✓ Highlights our organization's infrastructure, resources, and past successes in managing similar projects.

✓ Includes a plan for training and development to enhance the skills and effectiveness of our team.

✓ Includes a plan for onboarding new team members and maintaining project momentum in case of staff changes.

Summary