

Capacity-Building Grant Program Guidelines and Instructions

The National Book Foundation is pleased to offer a new one-year funding opportunity for nonprofit literary arts organizations. Eligible organizations may apply to the National Book Foundation's Capacity-Building Grant Program for one-year grants of \$5,000 or \$10,000 to support capacity-building initiatives. A grant from the Hawthornden Foundation, originally founded in 1983 by the late Drue Heinz, makes this program possible.

"Capacity building" as defined by the National Council of Nonprofits, is "whatever is needed to bring a nonprofit to the next level of operational, programmatic, financial, or organizational maturity, so it may more effectively and efficiently advance its mission into the future."

Nonprofit literary arts organizations may apply for grants to support projects that aim to create a sustainable and effective organization in the areas of fundraising, finance, or marketing; skill-building opportunities for staff and/or Board members; strategic planning consultants; diversity and equity initiatives; leadership development and management training; sabbaticals for long-term staff members and leaders; and succession planning.

To learn about a similar grant opportunity offered by the Community of Literary Magazines and Presses (CLMP) for independent nonprofit literary arts publishers, visit [their website at clmp.org](http://clmp.org).

ELIGIBILITY & REQUIREMENTS

- Applicants must be nonprofit literary arts organizations* based in the United States or US territories.
- Applicants must be a 501(c)3 organization or have a fiscal sponsor.

**Nonprofit literary arts organizations are understood as those that have missions and programs dedicated to the literary arts and not other artistic disciplines such as dance, theatre, visual arts.*

REVIEW PROCESS

Applications will be reviewed based on the following criteria:

- Completeness of application and clarity of proposal
- Feasibility of capacity-building project as described
- Potential impact on organizational capacity and/or sustainability
- Submitted work samples
- Previous Capacity-Building funding from the Academy of American Poets and CLMP will be considered, in addition to separate Hawthornden Foundation funding.

Grants will be recommended by an independent panel. Final grant decisions will be approved by a committee of the National Book Foundation Board of Directors.

TIMELINE

April 2, 2024: Application portal opens
May 10, 2024, 5:00 pm EDT: Application portal closes
August 2024: Applicants notified; funds disbursed
September 2025: Final reports due

APPLICATION DEADLINE

Complete application, including all materials, must be received by National Book Foundation via Submittable by May 10, 2024 at 5:00pm EDT. The National Book Foundation assumes no responsibility for applications not received due to user or technical error.

APPLICATION

Please note: Applications are online-only in Submittable. If you successfully complete the initial eligibility questions on behalf of your organization in Submittable, you will then see the application. [The link to apply in Submittable is here.](#)

You will be able to save your progress while filling out the application on Submittable. You may use this PDF file version of the application form as a guide. Only applications received through the above Submittable link will be considered; we will not be accepting submissions sent through email.

ELIGIBILITY FORM

Is your organization's mission clearly devoted to serving and supporting the literary arts and writers?

Is your literary organization based in the United States or US territory?

Is your literary organization incorporated as a 501(c)3 organization?

Is your literary organization working with a fiscal sponsor?

ORGANIZATION INFORMATION

Name of Organization*

Organization Type*

Please check all that apply.

- Presenter of public literary events (readings, lectures, conversations)
- Presenter of writing workshops
- Literary or writers center
- Youth writing organization
- Festival, retreat, or conference
- Service or advocacy organization

Website*

Social Media Handle(s)

Please share your organization's social media handles for Instagram, Facebook, and/or X/Twitter.

Organization Address*

- Country
- Address
- Address Line 2 (optional)
- City
- State, Province, or Region
- Zip or Postal Code

Contact Name*

Contact Title*

Contact Phone Number*

Contact Email Address*

Year Established*

If your organization is part of a university or other parent organization, briefly describe the nature of your affiliation. (Limit: 200 words)

Mission Statement* (Limit: 200 words)

Number of paid staff*

Number of volunteer staff*

Number of Board members*

Is the primary focus of your organization's mission supporting historically underrepresented groups of writers or readers?* (Y/N)

Please briefly describe the ways that your organization supports historically underrepresented groups of writers or readers, including the make-up of your organization's audience, staff and Board, and any related programming.* (Limit: 500 words)

Please enter your organization's or fiscal sponsor's EIN (Employment Identification Number).*

Upload a copy of your organization's 501(c)3 letter or fiscal sponsor information.* (Acceptable file types: .pdf, .jpg, .jpeg, .png)

TOTAL REACH

Total subscribers to your newsletter(s)*

Total annual unique visitors to your website*

What is the total number of your social media followers across all channels?*

How many poets/writers did you present at public events in the last 12 months?*

How many individuals attended your public events in the last 12 months?*

Are there other metrics or comments you'd like to share about your reach? Please describe. (Limit: 150 words)

FINANCIAL INFORMATION

FY23 General Operating Budget (actual) – Expenses*

FY23 General Operating Budget (actual) – Income*

Upload your most recent 990 (if working with a fiscal sponsor, please upload the fiscal sponsor's most recent 990). (Acceptable file types: .pdf, .jpg, .jpeg, .png)*

Has your organization received funding through the Hawthornden Foundation, directly or through a previous round of Capacity-Building Grants administered by the Academy of American Poets?*

➤ Yes

➤ No

[If yes] What's the total amount of funding your organization has received from the Hawthornden Foundation to date, including previous Capacity-Building funding?

PROJECT INFORMATION

“Capacity building” as defined by the National Council of Nonprofits, is “whatever is needed to bring a nonprofit to the next level of operational, programmatic, financial, or organizational maturity, so it may more effectively and efficiently advance its mission into the future.”*

Examples of requests for support include new or existing projects in the areas of fundraising, finance, or marketing; skill-building opportunities for staff and/or Board members; strategic planning consultants; diversity and equity initiatives; leadership development and management training; sabbaticals for long-term staff members and leaders; and succession planning.*

Project Description: *Please describe the capacity building project or program for which you are requesting funding, including your goals for the project and how you see it building your organizational capacity. If your project involves a consultant, please let us know if you have already identified or hired them.** (1000 words)

Evaluation: *Please describe how the success of the project will be measured. How specifically will your organization evaluate the project?** (500 words)

Requested Amount*

The National Book Foundation's Capacity-Building Grant Program will make one-year grants of \$5,000 or \$10,000.

Project Budget*

Please upload a project budget.

SUPPLEMENTAL MATERIALS

Please provide links to and/or upload PDFs of up to three representative work samples that reflect the events and programs offered by your organization.

Links

PDF Upload(s)