

# OCCB

Office of Community Capacity Building



## Office of Community Capacity Building



***Building capacity in  
Virginia's community  
development partners***





## **The Mission of OCCB**

To serve as a catalyst for improving Virginia's community development partners' effectiveness in achieving their missions.

## **The Goal of OCCB Operations**

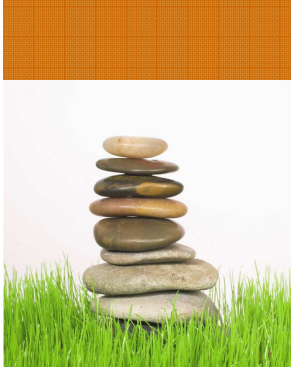
Sustainable organizations that improve the quality of life in communities they serve.

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**“Capacity Building is any activity that improves organizational effectiveness.”**

*The Conservation Company*



## Examples of Capacity Building Activities

- ☑ Strategic planning
- ☑ Board development
- ☑ Fund development
- ☑ Staff development
- ☑ Technology assessment
- ☑ Program/Project development





## Benefits

- ✓ Mission accomplishment
- ✓ Long-term sustainability
- ✓ Increased effectiveness
- ✓ Stronger internal and external operations





## OCCB key values:

1. Flexibility
2. Partnership
3. Comprehensiveness





## OCCB Capacity Building Programs and Services

- *Seed Capacity Building Program*
- Communities for Opportunities (CFO)
- ARC Flex-E-Grant
- CHDO Certification and Recertification
- Training and Facilitation Services
- One on One Technical Assistance
- Funding Prospect Searches
- *Virginia Capacity Newsletter*



## Seed Capacity Building Program Assistance for Grantees

- Comprehensive Assessments
- Work Plan with one year objectives
- Technical assistance
- Trainings
- Operating support grant of up to \$20,000.

the WORK PLAN

task	responsible
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the WORK PLAN

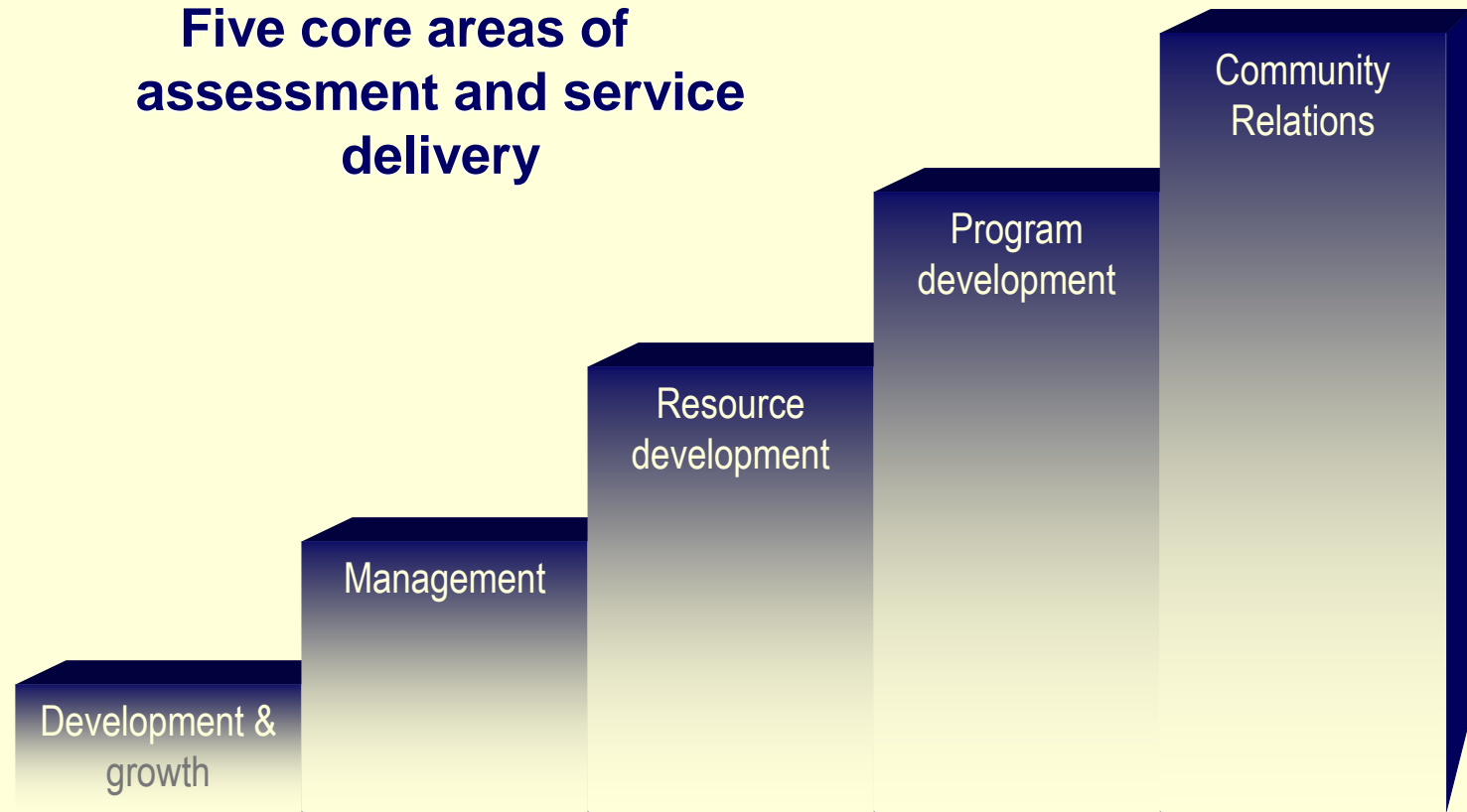
objective	task	responsible party	time frame
1. Board Development	<ul style="list-style-type: none"> <li>• Roles &amp; Responsibilities testing</li> <li>• Governance Structure</li> <li>• Recruit, train, motivate, Orient, Retain members</li> <li>• Bd. Matrix - identify skills, assets in prospective members</li> </ul>	Regina	April 2008
2. Fund Development Strategic Plan	<ul style="list-style-type: none"> <li>• Review Camp Plan</li> <li>• Review GCHDC Goals</li> <li>• Mission &amp; Vision Statement</li> <li>• Stakeholder feedback/residents, partners, board etc. questionnaire</li> </ul>	Melissa	JANUARY 2008 - phase in plan over 2-3 steps
3. Community Relations	<ul style="list-style-type: none"> <li>• Write articles for local media</li> <li>• Advertise on Public Access TV</li> <li>• Info booths at community events</li> <li>• Presentations to local orgs &amp; residents</li> <li>• resident newsletter</li> <li>• resident questionnaire</li> <li>• Presentations to local gov't</li> <li>• Request for input &amp; feedback from residents</li> <li>• Website, Manual, Reports</li> </ul>	Jenny WANDA  Clark Kevin > resident resident	Dec. 2007 (begin)







## Five core areas of assessment and service delivery



# Seed Grants Attempt to..

- Make meaningful investments through multi-year grants
- Focus on core mission, not just special projects
- Support efforts to strengthen nonprofit organizations
- Invest in board and staff development, planning time and providing resource organizations and consultants
- Help with financial sustainability
- Give nonprofits enough information to decide if they want to invest in us
  - Provide how to apply workshops
  - Site visits to finalists

## ARC Flex-E- Grant

- Invests in short term projects that build the community's capacity to mobilize local resources, gain leadership experience, and strengthen community institutions and networks.

## Communities for Opportunity (CFO)

- Assist Virginia workers in improving basic workplace skills got job placement, stability, retention and advancement





## Services

- Community Housing Development Organization (CHDO) Certification and Recertification
- Short Term Technical Assistant
- Trainings
- Facilitation
- Funding Prospect Searches
- E-Newsletter





**MEANS TO AN END....**

**Wish it...dream it...do it!**

**Affordable Housing**

**Revitalization**



**Healthcare**

**Economic Development**



## MEANS TO AN END....

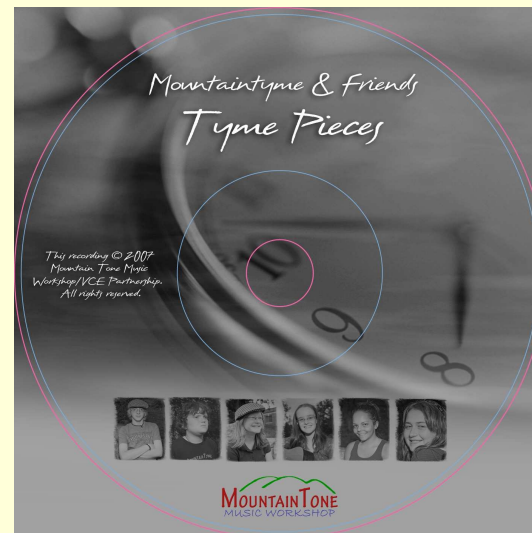


**Brighter Future**



**New Economies**

**Entrepreneurship**



# Lessons Learned

- Research
  - Know grantmakers priorities and geographic considerations
- Be concise
  - Avoid using lots of adjectives to add fluff to the organization
  - Professional presentation outlining who you are and what you are trying to accomplish is easier to review
- Specific –
  - Don't provide list of possible different projects with hopes funder will pick out one of the ideas
  - Have clear, reasonable and measurable outcomes

# Lessons Learned Continued

- Measure success
  - Identify measurement tool- tell when measurement will begin, tell how measurement will be taken, and what will be measured – all should tie back to goals of request
- Show how project relates to organization's future
  - Have strategic plan/statement that communicate where organization wants to go and how you are going to get there.
  - Describe how you will fund the organization/project when the grant money ends



# Lessons Learned Continued

- **Think beyond money**

Identify other ways for assistance (e.g. volunteers, short term technical assistance, in-kind donations, meeting space)

- **Have a realistic accurate budget**

- **Communicate previous operational and program capacity success**

- **Use audience appropriate style and font size**

- **Be aware of information overload**

- **Rejection is Success**

Opportunity to fine tune the grant

Build relationship with funder

Learn organization's weakness

Learn competitive weaknesses

# Ten Reasons Grants Fail

- 1. Applicant did not follow instructions
- 2. Requested amount is missing or hard to locate
- 3. Generic support letters
- 4. Sloppy finances
- 5. Program in not a funding fit

# Ten Reason Grants Fail

- 6. Request exceeds grant amount
- 7. Displays a “blanket proposal” appearance
- 8. Takes too long to find “substance”
- 9. Poor research
- 10. Applicant is not eligible for grant

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[www.dhcd.virginia.gov/occb](http://www.dhcd.virginia.gov/occb)



## Office of Community Capacity Building

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