

Welcome

Trusted Response Fund Information Session

Wednesday, October 15th
2:00 – 3:30 PM



Meet the Team



Megan Barnes Briggs (she/her)
Vice President, Community Investments



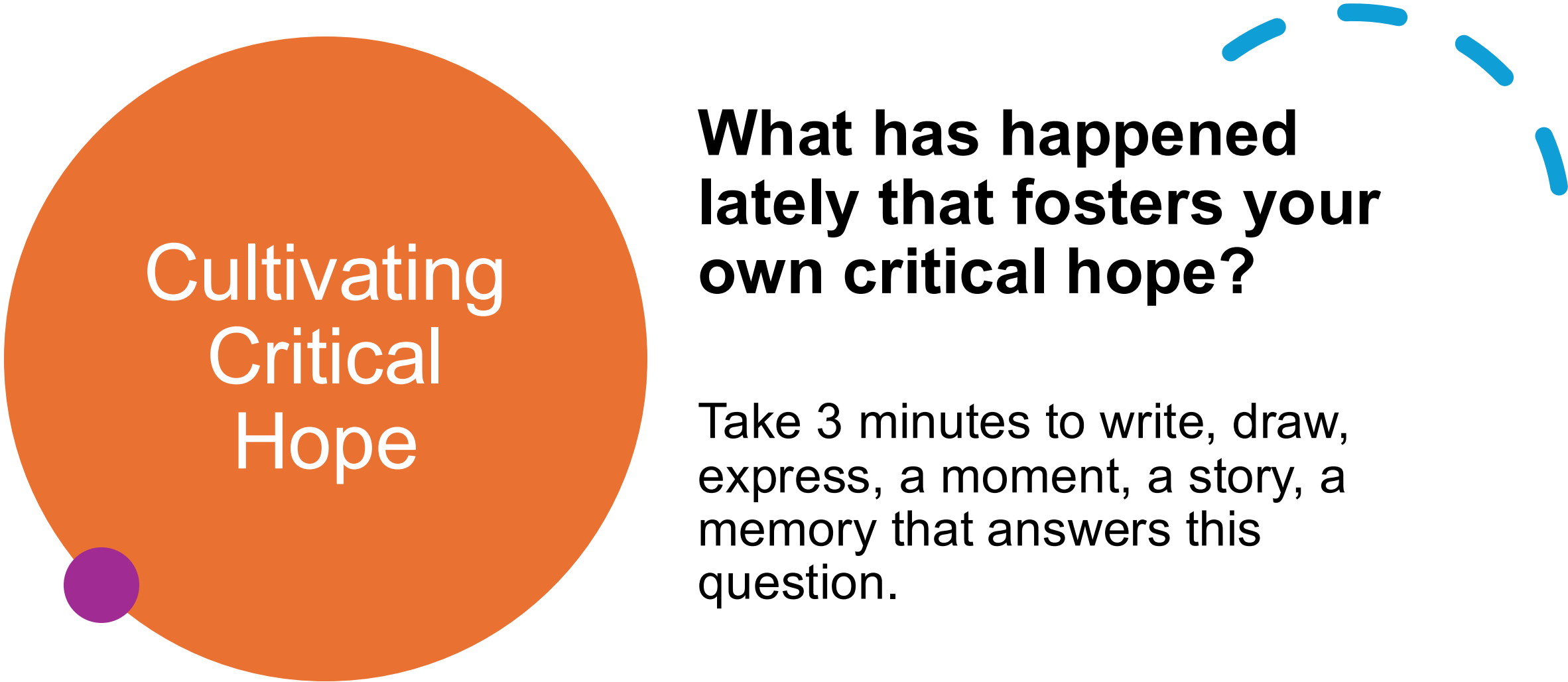
Robyn Weaver (she/her)
Program Officer, Capacity Building

Goals of the Information Session

- Align with our values!
- Share the “why”
- Share how to apply
- Answer your questions
- Get feedback
- Create a space for connection

Agenda for Today

- Checking into the Space
- Overview of LVCF
- History of Capacity Building
- General Trusted Response Fund Information
- Process Supports
- Application Overview
- Evaluation Criteria
- Q&A



Cultivating Critical Hope

**What has happened
lately that fosters your
own critical hope?**

Take 3 minutes to write, draw,
express, a moment, a story, a
memory that answers this
question.



LEHIGH VALLEY
**Community
Foundation**

CONNECT. GROW. FUND.

For more than 57 years, the Lehigh Valley Community Foundation has helped donors with their charitable contributions with a simple, powerful, and highly personalized approach.

Simply put, at the Lehigh Valley Community Foundation:

- We **CONNECT** people who care to causes that matter.
- We **GROW** their charitable legacies.
- We **FUND** nonprofit organizations to improve the quality of life in the Lehigh Valley.

Grantmaking Areas – Community Investments

- Capacity Building
- Early Childhood
- “Support
Grantmaking”



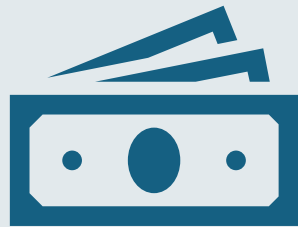
Capacity Building

Since 2018, the Community Foundation has worked towards a vision of supporting a **strong, equitable nonprofit sector**, dedicating our staff time, funding and resources to partner with leaders, organizations and systems to fulfill that vision.

Our strategies since 2018 - present:

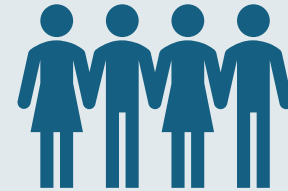
- Nonprofit Effectiveness
 - Project Equity
 - CORE Fellowship
 - ... and now...
-

Capacity Building Today



Funding

Trusted Response Fund



Convening

CORE Fellowship
Alumni Network
Nonprofit Learning Collective



Trusted Response Fund

Overview, Key Dates and Process Supports



Fund Overview

The Trusted Response Fund provides **capacity building support for the tools, strategies, programs, and partnerships that nonprofits need most right now.**

The fund gives financial support to assist organizations in **planning, adapting, and staying resilient** in a rapidly changing environment.



About the Fund

Total Pool of
Funds:
\$500,000

Grants can be
requested in the
range of \$5,000
- \$20,000.

What TRF is Prioritizing?

Organizations who:

- Engage in **planning and action** that **responds to critical community needs**
- **Plan for sustainability** in the face of funding gaps
- **Bolster essential programs and services** that are critical during this moment
- Provide **support to individual leadership**
- **Strengthen collective capacity** to meet the needs of individuals, organizations and/or systems
- **Innovate to respond** to emerging or growing needs
- Prioritize **access or advancement of resources** for supporting marginalized and underrepresented communities

Categories

Purpose and Impact

- E.g. Expanding your mission to include a new service or program to meet a key community need.

Financial Sustainability

- E.g. Hiring a consultant to support the creation of a new fundraising strategy to fill funding gaps or increase revenue for impact.

Leadership

- E.g. Training senior staff on adaptive leadership to strengthen governance, aid decision making, and guide the organization through rapid change.

Strategic Response

- E.g. Engaging legal services to audit programs for compliance to new federal standards.

Operational Efficiency/Effectiveness

- E.g. Developing and implementing an IT improvement plan to increase efficiency, safety, and accessibility.

Organizational Culture and Continuous Learning

- E.g. Staff wellness projects to proactively or actively respond to staff burnout.

Diversity, Equity, Inclusion and Belonging (DEIB)

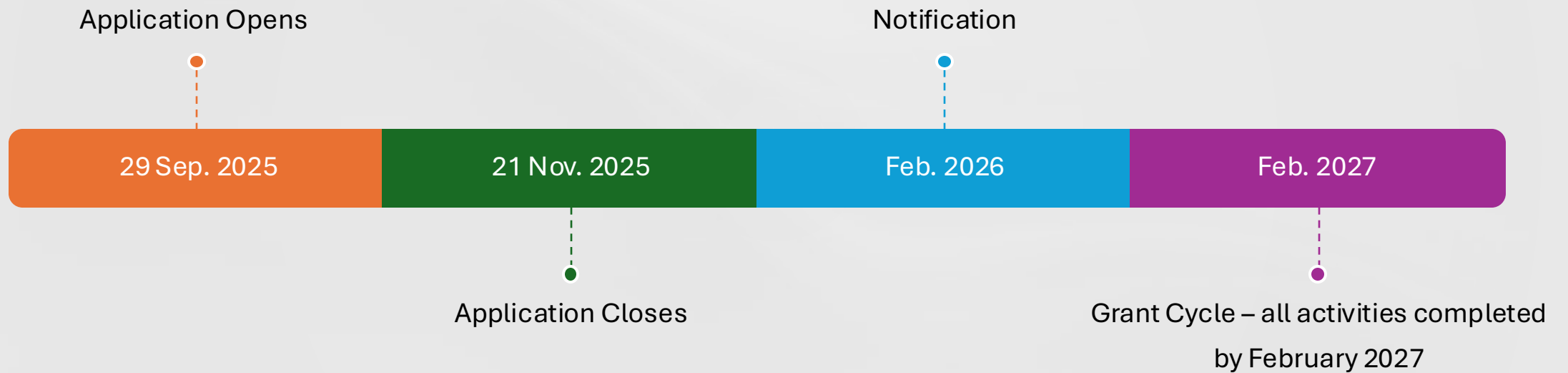
- E.g. Community feedback meetings to inform organizational strategy.

Other

Eligibility

- Organization serves residents in Lehigh and/or Northampton counties
- Organization recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code
- Organizations under fiscal sponsors are encouraged to apply
- Coalitions planning for systems readiness are encouraged to apply

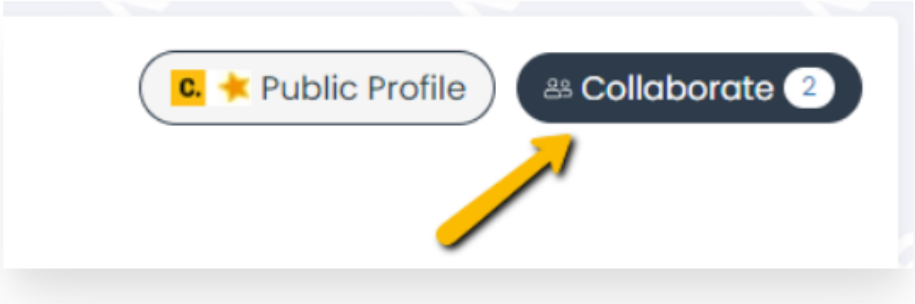
Key Dates



Process Supports

- Video/voice submission for certain questions
- Invite Collaborators
- Organizational Profile Form - Copy Previous Answers
- Downloaded Budget Template
- Open office hours offered through the application window
 - Friday, November 7th: 2:00 – 3:00 PM
 - Friday, November 14th: 8:30 – 9:30 AM
 - *Zoom to Join:* <https://us06web.zoom.us/j/3420507866?omn=81259256988>

1. Navigate to the [Request Summary Page](#) for the request.
2. Click **Collaborate**.



3. Enter the applicable Collaborate information, and then click **Invite**.
 - Enter the email address of the person being invited to collaborate on the request.
 - Enter a message to that person, including any specific instructions about questions they need to complete or review.
 - Select the permission level for this collaborator.
 - The permission levels are view, edit, and submit.
 - These collaborator permissions apply to all forms within the request such as the application and any follow ups assigned to you. If edit is selected, for example, the collaborator can edit any forms within the request.

A screenshot of a 'Collaborate' dialog box. It has a title bar with 'Collaborate' and a close button. The main content area is titled 'Invite someone'. It contains an 'Email Address' field with a placeholder 'Email address / username of the person you are inviting' and an envelope icon. To the right of this field is a 'Permissions' section with three radio buttons: 'Can view', 'Can edit' (which is selected), and 'Can submit'. Below these is a 'Message' text area with placeholder text 'This message from you will be included in the email that is sent to the person you are inviting'. At the bottom are 'Cancel' and 'Invite' buttons. A yellow arrow points to the 'Invite' button.

Invite Collaborators

Copy Organizational Profile Form Responses

Click **Copy Previous Answers**.



Previous requests with this funder that can have responses copied into this new request are displayed. Select the request to copy responses from, and then click **Copy Answers**.

- If this form already has responses, this will not overwrite or affect any new responses.

Copy Previous Answers

The table below shows a list of your previous existing Requests with answers that can be copied.
Select the radio button next to the request you want to copy answers from

Process	Project	Matching Answers	Request Created
☐ Fall Grant Cycle	No needles here- drug addiction recovery community support	1	07/21/2021 11:47:17 AM
☒ Spring Grant Cycle	Distribution Support	1	07/21/2021 10:52:14 AM
☐ Summer Grant Cycle		0	02/28/2022 08:00:51 AM

Cancel

Copy Answers

Project/Strategy Budget

Request Amount*

What grant amount are you requesting for your chosen project?

Grants can be requested within the range of \$5,000 to \$20,000.

Budget Upload*

Please upload the budget for your proposed project or strategy. Include information about the total budget if additional funds outside of this request will be utilized.

Need a budget template? [Click here to download.](#)

Upload a file [4 MiB allowed]



Project/Strategy Budget	
Income	Amount (\$)
Trusted Response Fund grant (pending)	
Confirmed Income Sources	
Other Pending Income Sources	
Total Income	
Expenses	Amount (\$)
Total Expenses	
Net Income (Total Income - Total Expenses)	



Break – 5 Minutes

Opportunity to Collaborate



Application Overview

Trusted Response Fund

Accessing Foundant, LVCF's Grants Portal



Logon

Email Address*

Password*

Log On

Create New Account

[Forgot your Password?](#)

Welcome to the Lehigh Valley Community Foundation's online grant portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact LVCF to receive your username and password. The LVCF staff responsible for each grant opportunity are listed below.

- *PCA Creative Sector Flex Fund:* Mary Mancino, mary@lvcfoundation.org
- *Upper Bucks Community Fund:* Mariska van Aalst, mariska@lvcfoundation.org
- *Trusted Response Fund:* Robyn Weaver, robyn@lvcfoundation.org
- *Martin Guitar Charitable Foundation, Helen & R.K. Laros Foundation, or Gadomski Foundation:* Holly Fitzpatrick, holly@lvcfoundation.org
- *Unsure or grant opportunity not listed above?* Please contact Holly Fitzpatrick, holly@lvcfoundation.org

Trusted Response Fund - Application Sections

> Trusted Response Fund Application Overview

> Process Disclosures

> Organization Description

> Trusted Response Fund Application Narrative

> Project/Strategy Budget



> Fiscal Sponsor Information (if applicable)



> Financial Documentation Requests

Process Disclosures

- **Use of AI**

- LVCF may use AI-assisted tools for certain administrative tasks (such as summarizing and categorizing applications, or reviewing financial information). **These tools are not used to make funding decisions.** Every application is read and reviewed by human staff and/or peer reviewers. There is an option to opt-out of the use of AI for narrative sections of your response.

- **Sharing with fundholders and foundations**

- We plan to share themes and applications with fundholders and foundations that have an aligned interest for additional funding consideration. There is an option to opt-out.

Evaluation



Evaluation Criteria

- Responsiveness to Need
 - Intentionality and Strategic Alignment
 - Organizational Readiness
 - Clarity of Plan
 - Impact and Learning
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Evaluation Criteria

Responsiveness to Need

- If the applicant clearly **identifies a critical current or emerging need** the organization/community/system faces AND has **proposed a project/strategy that directly addresses** the presenting need.

Intentionality and Strategic Alignment

- If the applicant demonstrates that **the chosen project/strategy is a result of thoughtful, strategic, and inclusive decision making.**
- If the organization **produced a project/strategy that is informed by and accountable to those most impacted** by the identified need.
 - *If this is an internal project/strategy, those most impacted may be the employees, volunteers or clients, while a community-wide need may include various community members, stakeholders, and clients. This will vary based on context and project/strategy.*

Evaluation Criteria

Organizational Readiness

- If the organization has the structures, systems, resources, relationships, and **capacity to carry out the project/strategy effectively**.

Clarity of Plan

- If the organization has **outlined a clear plan** for their chosen project/strategy **that is feasible** given their context, has a **realistic timeline**, and **includes the right people** for success.

Impact and Learning

- If the organization has identified an **impact that is clear**, contextually feasible, and **relevant to the critical need and chosen project/strategy**.
- If the applicant has identified a **clear plan to capture learning** from both the process and implementation of the project/strategy.



Q&A

Robyn Weaver

Program Officer, Capacity Building

Robyn@lvcfoundation.org

Thank You!

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Robyn Weaver

Program Officer, Capacity Building

Robyn@lvcfoundation.org

Trusted Response Fund Information Session - Feedback Form

