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|  | McKenna FoundationCapacity BuildingGRANT APPLICATION FORM | | | | |
| **ORGANIZATION INFORMATION** | | | | | |
| Organization name: | | | | | |
| Mailing address: | | | | | |
| City: | | | State: | | ZIP: |
| EIN: | | | Phone: | | Fax: |
| Organization Mission: | | | | | |
| Organization website URL: | | | | | |
| Total annual operating budget for organization (current fiscal year): | | | | | |
| Percent of board members who give financially to the organization: | | | | | |
| Year of origin: | | | How many years with current CEO? | | |
| **contact person** | | | | | |
| Primary organization contact name: | | | | | |
| Primary organization contact title: | | | | | |
| Phone: | | Email: | | | |
| **Signatures** | | | | | |
| Executive Director or CEO: | | | | Date: | |
| Board Chair: | | | | Date: | |

**NARRATIVE QUESTIONS**

***Responses to all narrative questions should total less than three pages separately.***

1. Why is your agency interested in participating in the organizational assessment? Describe the process by which your organization made the decision to apply for funding to complete the Core Capacity Assessment Tool (CCAT).
2. Has your organization participated in capacity building efforts in the last five years? If so, when and what were the results of these efforts?
3. Provide information on what strengths, weaknesses and/or opportunities your organization has considered may be discovered by participating in the CCAT organizational assessment. Please list any specific capacity building needs your organization has discussed.
4. An important component of participating in the organizational assessment is the active engagement of key stakeholders (Executive Director, 1 to 3 board members, executive and management staff) in completing the assessment tool. Describe the commitment of your board and executive and management staff to engaging in an organizational assessment. How will you ensure that these key stakeholders will have the time and ability to participate?
5. Who in the organization will implement changes based on the results of this organizational assessment? Describe the steps that your board and staff will undertake to review the results and develop a plan for capacity building.