



## The Linda G. Toohey Donor Advised Fund of the Community Foundation for the Greater Capital Region

### Introduction

The Linda G. Toohey Donor Advised Fund of the Community Foundation for the Greater Capital Region is committed to strengthening our community's nonprofit leaders. Our Executive Director Training project offers limited funding to Capital Region nonprofit organizations who are interested in learning more about fundraising and development, nonprofit management and finance, board development and governance, marketing and public relations, as well as other capacity building activities. The grant will cover costs associated with participating in a course, seminar series or conference identified by the nonprofit organization. These grants are funded by grant awards from the Linda G. Toohey Donor Advised Fund.

### Eligibility

To be considered for an Executive Director Training grant, the applicant must be:

- A new Executive Director with **five years or less experience** at a nonprofit organization serving primarily Albany, Rensselaer, or Saratoga counties. *Preference will be given to organizations serving Saratoga County.*
- An organization with a yearly budget of \$3,000,000 or less.
- The organization is expected to contribute to the training/conference.

### Award Selection Guidelines

A Grants Committee made up of representatives selected by the donor and the Community Foundation reviews each application. Applications are due on a rolling basis throughout the year with decisions made within four weeks. The maximum annual award is \$2,000 per organization. All grant recipients will be required to submit a brief follow-up report (form will be provided) after completion of the course, seminar or conference. Additional details:

- Applications can be submitted by Executive Director as long as the organization's Board of Directors supports the application. *Please note that priority is given to paid Executive Directors.*
- Priority is given to nonprofit organizations with limited budgets and staff capacity.
- The Foundation will not award a grant for a course, seminar series or conference that has already begun or has already taken place at the time of application review.
- If a grant recipient does not attend the course, seminar series or conference paid for with funds from the Linda G. Toohey Donor Advised Fund, the organization will be requested to refund the payments that the Community Foundation made on his/her behalf.

## Eligible Activities

- Included are:
  - Training and courses offered by professional and not-for-profit organizations, such as NYCON, the Association of Fundraising Professionals, Board Source, American Association of Grantwriting Professionals, or Camp Finance.
  - Courses offered by accredited educational institutions on the topics of not-for-profit fundraising and development, management and finance, board development and governance, marketing and public relations, as well as other capacity-building activities. The Executive Director cannot already be enrolled in the educational program.
  - Registration and/or fees to attend programs, conferences and other related events.
  - Funding to support professional certification.
  - Books, travel and meals.
  
- Excluded are:
  - Membership dues.
  - Annual conference fees.

## Application Process/Contact

**Applications are accepted and reviewed on a rolling basis (no set deadline; applications will be accepted all year).**

Interested parties should complete the online application available at [cfgcr.org/upcominggrantdeadlines.php](http://cfgcr.org/upcominggrantdeadlines.php). You may also call the Foundation at (518) 446-9638 to have an application link emailed to you.

## Payment

The Community Foundation prefers to make checks payable to the organization providing the course, seminar series or conference. On a case-by-case basis, the Foundation may make a payment to the not-for-profit organization applying for the scholarship.

### **Questions regarding the grant review process should be directed to:**

Shelly Connolly, Program Officer | [sconnolly@cfgcr.org](mailto:sconnolly@cfgcr.org)  
The Community Foundation for the Greater Capital Region  
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