

Frequently Asked Questions

Who can apply for the Community Capital Fund (CCF)?

501(c)(3) organizations as well as fiscally sponsored projects can apply for funding through CCF. Nonprofits of any mission, located in or significantly engaging residents of our priority cities and neighborhoods seeking funding for facility or open space projects may apply if their project meets the eligibility guidelines. Businesses are not eligible to apply for funding. We expect this open application will result in a high volume of applications making it a competitive opportunity.

What is a capital project?

The Community Capital Fund supports facilities or land acquisition; construction; renovation; repair; preservation, and major equipment. It supports costs associated with capital projects, including soft costs (e.g., feasibility studies, design work, project management and legal fees, etc.), contingencies, and reserves. This could include anything from major construction projects to repair of core facility needs such as an HVAC system, a roof, or windows. CCF is not intended to fund small capital projects, such as new computers or other technology needs. CCF does not cover organizational or program operating expenses or strategic growth campaigns that do not include a facilities component.

How were the priority neighborhoods and cities selected?

We are prioritizing organizations located in or significantly engaging residents in the Boston neighborhoods of East Boston, Dorchester, Mattapan, Roxbury, as well as in the cities of Lynn, Brockton, and Springfield. These areas were selected using a combination of considerations, including census data indicating where the largest number of people of color live in Massachusetts as well as considerations for which communities may have less access to philanthropy. As we have been developing this new initiative, we have been talking to community leaders, nonprofits, and other funders to learn more about communities across Massachusetts to understanding needs and access to funding. As we continue to learn, we expect these geographic priorities may change.

Who can I talk to and learn more about CCF and share my intent to apply?

A pre-conversation is not necessary to apply to CCF. If you have questions, please email capitalfund@klarmanfoundation.org, including your organization's name in the subject line, and a member of our team will be happy to assist you. You can also watch a prerecorded information session or sign up for an upcoming live session on our website [here](#) (see bottom of the page).

What are the criteria the Foundation uses to review applications?

The funding criteria below broadly outline the considerations we use when reviewing applications. We expect this to be a highly competitive process, so unfortunately, not all applications that align with the funding criteria will be selected.

Funding Criteria:

- The organization has strong leadership with vision and management skills, is financially viable, and has evidence of impact and resilience.
- The organization is an integral part of the community. This is evidenced by how it listens to, engages with, and is representative of the community (e.g., staff and board who are demographically representative of the community.)
- The proposed project is designed to bring community benefit and is aligned with the organization's mission and priorities. There is evidence of community support for the organization and planned project.
- KFF funding will make a meaningful difference (e.g., limited access to funding, KFF funding will leverage other funding, KFF funding comes at a critical time.)
- The proposed project is realistic and feasible. The costs are supported by up-to-date estimates, the project is likely to be completed within the projected timeline, and the fundraising, financing, design, and project plans (including site control, permitting, construction, occupancy) are thoughtful and comprehensive.

What are examples of projects that are aligned with the Community Capital Fund?

- *Construction* for a food co-op to open a grocery store in a food desert in a Boston neighborhood
- A large-scale *renovation* of a commercial mill building, converted into a community center including a full-service, Latinx-owned grocery store, a satellite site for the local community health center, and a youth program in a Gateway City
- *Renovation* of facilities and space for a nonprofit tennis club built by and for the African American community
- *Acquisition* of a historic farm by an organization working to build a sustainable food ecosystem in a Boston neighborhood
- *Preservation* of a brownstone of historic significance to African American history in Boston
- *Repairing* or replacing a HVAC system or a roof for a neighborhood community center in a Gateway City

What can the funding be used for?

Funding from CCF may be used to support capital projects and the associated hard costs (e.g., construction, materials, labor) and soft costs (e.g., pre-development, design, contingencies), including a facilities reserve. The funding does not cover organizational or program operating expenses or strategic growth campaigns that do not include a facilities component.

What is the typical grant size?

We expect grants will range from \$250,000 to \$3,000,000 and will be paid over single or multiple years based on the nature of the project.

How competitive is the Community Capital Fund? How many grants will be made each year?

We anticipate making about 6-12 new grants each year. We anticipate the CCF program will be very competitive with demand outpacing available resources.

Does the size of the organization matter?

There are no requirements for organization size. We expect organizations applying to CCF to be established enough to have a presence in the community and have the capacity to manage, complete and sustain the proposed capital project.

How far along does a capital project need to be to get funded?

There are no requirements on the timeline for your project to apply for CCF funding. We expect that organizations applying to CCF have basic planning completed, including engagement of community stakeholders, to ensure the project is realistic and feasible.

Am I eligible to apply to CCF?

Below are the eligibility criteria:

- Funding will be prioritized for projects located in or significantly engaging residents in the following Boston neighborhoods: Dorchester, East Boston, Mattapan, Roxbury, or the following cities: Brockton, Lynn, or Springfield. At this time, preference is given to organizations located in the priority neighborhoods and cities.
- The organization is seeking funding for a capital project that includes one or more of the following: facilities or land acquisition; construction; renovation; repair; preservation; or major equipment.
- The organization has site control or is in the process of securing site control (e.g., ownership of the property, option to purchase, long-term lease of at least 7 years, etc.)
- The organization has been in existence for a minimum of 5 years.
- The organization is a non-profit public charity with 501(c)(3) tax-exempt status or a fiscally sponsored project.

Are there any other considerations for eligibility?

Ineligible applicants include: Endowments or private foundations; religious organizations where the grant is to be used primarily for sectarian purposes. Small businesses are not eligible to apply.

Can current grantees of The Klarman Family Foundation apply for funding through the CCF?

The Community Capital Fund is one way for The Klarman Family Foundation to broaden its reach to new organizations, therefore current grantees of the Foundation are unlikely to receive funding for capital projects through the Community Capital Fund.

I submitted a proposal. How and when should I hear back about a funding decision?

Applicants will be notified of decisions based on the timeline outlined below:

Winter Funding Round: Decision by December 2023

June 13, 2023	Deadline to submit a First Stage application
Late July, 2023	All applicants notified whether they are invited to submit a Second Stage application or not
August 24, 2023	Second Stage applications due
Early December, 2023	Funding decisions communicated to all Second Stage applicants

Spring Funding Round: Decision by June 2024

December 15, 2023	Deadline to submit a First Stage application
Late January, 2024	All applicants notified whether they are invited to submit a Second Stage application or not
February 23, 2024	Second Stage applications due
Early June, 2024	Funding decisions communicated to all Second Stage applicants

Winter Funding Round: Decision by December 2024

June 15, 2024	Deadline to submit a First Stage application
Late July, 2024	All applicants notified whether they are invited to submit a Second Stage application or not
August 23, 2024	Second Stage applications due
Early December, 2024	Funding decisions communicated to all Second Stage applicants

Will I meet with someone from the Foundation or have a site visit about my application?

We are interested in learning about organizations and communities through the CCF and expect that our team will be out in the community as much as possible outside of the formal application process. We expect to schedule site visits for many organizations that submit a Second Stage application.

How do I apply?

The request process is detailed below. Links to PDFs of the application can be found [here](#):

- Step 1: Complete the **Eligibility Quiz** (estimated time to complete: 10 minutes). If eligible then,
- Step 2: Complete and submit the brief **First Stage Application**, which includes an overview of your capital project, who you are, and relevant financial documents (estimated time to complete: at least 2-6 hours).
 - First Stage applications are accepted on a rolling basis with funding decisions made in early June and early December.
- Step 3: If invited, complete the **Second Stage Application** (estimated time to complete: approximately 10-15 hours).
- Step 4: Foundation staff may visit applicants based on timing and alignment with CCF goals.

My request for funding is time sensitive, will you consider my application outside of the grant cycle?

Yes, First Stage applications are accepted on a rolling basis. If there is time sensitivity around your project, indicate in the First Stage application. We aim to be as flexible as possible, while keeping a fair and equitable process and will consider time-sensitive requests on a case-by-case basis.

If I miss the First Stage deadline, can I still submit an application?

Yes, First Stage applications are accepted on a rolling basis. If there is time sensitivity around your project, please email capitalfund@klarmanfoundation.org, including your organization's name in the subject line, and one of our team members will be in touch. We aim to be as flexible as possible, while keeping a fair and equitable process and will consider time sensitive requests on a case-by-case basis.

I didn't pass the eligibility quiz, but I still have questions, who can I talk to?

If you did not pass the eligibility quiz, feel free to email information about your project, including your organization's name in the subject line, to capitalfund@klarmanfoundation.org. The Foundation intends to learn about the current community needs and expects that the criteria and priorities of this new program will evolve over time.

If I applied to CCF before, can I apply again?

Organizations that have not been funded through the CCF are welcome to apply again. However, if your project wasn't funded in a prior cycle, please reach out to capitalfund@klarmanfoundation.org to schedule a call to see if it is advisable to submit another First Stage application.

Who can I contact if I have technical questions about the application?

You can email capitalfund@klarmanfoundation.org with your questions. Alternatively, you may use the grantee portal's commenting feature to communicate with Foundation staff if you have any technical difficulties while completing the application.

The application asks for "references" – how will these be used?

The CCF program is an opportunity for the Foundation to learn about your community and your organization's role in it. We may reach out to your references for a brief conversation (not a written reference) to understand your organization and learn more about community members and leaders in your city or neighborhood.

Who is making funding decisions?

As with all Foundation grants, the Trustees make all funding decisions. These are based on staff recommendations, which are developed through a thoughtful process, including application review, references input, site visits, as well as alignment with principles and criteria of CCF. As we build out the CCF program, we aim to include community advisors in the process, who will also help inform our review.