Capacity Building Academy Application

Application Deadline: 12/30/2026 5:00 PM

The Escambia Children's Trust (ECT) is seeking a qualified organization, consultant, educational institution, or collaborative team to design and deliver the ECT Capacity Building Academy for emerging and small nonprofit organizations serving children, youth, and families in Escambia County.

ECT wants a practical, accessible academy—not a comprehensive nonprofit management course. The selected Contractor will help participating organizations strengthen a small number of core capabilities they can apply immediately.

The Academy should combine group learning, practical tools, and individualized coaching. The Contractor should meet organizations where they are and help them identify and complete their next important steps toward stronger operations and greater funding readiness. For any questions regarding the Grant procurement process, please contact Escambia Children’s Trust (ECT) directly.

Email: info@escambiachildrenstrust.org
Phone: 850-475-4980

Agency Information

Agency (Client)		
Grant		
Organization	*	
Organization Name	*	
Organization Address	*	Click 'Add More' to begin entering the required information.
Organization Telephone	*	
Organization Website	*	
CEO/ Executive Director	*	
Contact Person	*	
Title of Contact Person	*	
Contact Person Telephone	*	
Contact Person e-mail	*	
Created By		
Modified By		

Abstract

Application Title *

Application Title

Abstract *

Provide a brief abstract of the proposed academy. The abstract should be a concise summary that gives readers a quick, high-level overview of your curriculum’s purpose, key components, and intended outcomes.

Relevant Experience and Qualifications

Relevant Experience *

Describe your experience providing nonprofit capacity building or organizational development. Be sure to include:

- Experience working with small, emerging, or grassroots nonprofits.
- Knowledge of nonprofit governance and financial management.
- Experience with program development and logic models.
- Experience with fund development and organizational sustainability.
- Ability to provide practical coaching or mentoring.
- Qualified staff or subcontractors to deliver the proposed Academy.

Approach, Quality, and Practicality of Proposed Academy

Organizational Approach *

How will you go about meeting the organizations where they are to help them identify their next important steps towards becoming a stronger organization and having greater funding readiness?

Training Small Orgs *

What is your approach to training smaller non-profits that meet the following criteria?

- The organization has an annual operating budget of $250,000 or less;
- The organization has been operating for five years or less, or ECT has identified the organization as having a significant organizational capacity-building need;
- The organization provides services to children, youth, and/or families in Escambia County.

Executable Services *

How do you intend to combine group learning, practical tools, and individualized coaching?

Program Structure *

How is your program structured to approach the following?

- A cohort-based learning experience over approximately twelve months.
- Monthly practical workshops or learning sessions tied to the five training areas.
- Simple tools, templates, and examples that participants can use in their own organizations.
- Opportunities for participants to apply what they learn to their own organization.
- Monthly individualized coaching or mentoring to help participants move their work forward.
- Opportunities for peer learning and problem-solving, as appropriate.

Data Management Practices *

What is your strategy to ensure attendance and participation is tracked? How will you engage and support organizations that miss multiple program sessions or demonstrate low levels of participation, and what strategies will you implement to improve attendance, re-engage participants, and ensure successful completion of program requirements?

Assessment *

How do you plan to assess and/or evaluate participant work and readiness? What are your practical measures to demonstrate participant progress?

Mentoring / Coaching Approach

Mentoring / Coaching *

What is your implementation process for offering coaching, mentoring, and support?

Expected Results and Work Plan

Nonprofit Fundamentals *

A. Nonprofit Fundamentals & Organizational Readiness: Help organizations understand the basics of nonprofit operations and identify the most important areas they need to strengthen.

Board Governance *

B. Board Governance & Leadership: Build understanding of board responsibilities, effective board engagement, fiduciary responsibility, and the board/staff relationship.

Financial Management *

C. Financial Management: Strengthen budgeting, basic financial understanding, financial controls, documentation such as reviewed financial statements, profit and loss accounting and responsible management of funds.

Program Development *

D. Program Development: Help organizations clearly define what they do, who they serve, what they seek to accomplish, and how their activities connect to intended results.

Fund Development *

E. Fund Development & Sustainability — Help organizations think strategically about funding sources, fundraising, revenue diversification, and long-term sustainability.

Document Upload

Legal Verification	Legal status verification (non-profit or business registration)
Board Roster	Board Roster and/or Governance Structure
IRS 990	Current 990s, Board Reviewed Financial Statements, Profit and Loss Statement
Audit Reports	Current Audit (if applicable)
COI Policy	Conflict of Interest Policy
Job Descriptions	Job Descriptions for all roles and professional credentials of key staff
Hiring	Hiring and screening procedures
Background	Background screening and Drug Free Workplace policies and procedures
Staff Structure	Staff Structure and supervision

Application Budget Upload

Application Budget *

Application Budget Upload