



Capacity Building Program Request for Proposals: Phase One Application Questions

Phase One Application Deadline

Thursday, December 10, 2026, 12 p.m. (Noon) Central time

Grant Term

Grant Period: August 2, 2027–October 31, 2029

NOTE: This document is for reference only. The application must be completed on the [Cvent Phase One Application website](#). Refer to the [Capacity Building webpage](#) and the [Capacity Building Program Request for Proposals \(RFP\) Application Instructions](#) for more information, including submission instructions.

Applicant Information

1. Name of Organization, Tribal Nation or Tribal Business Entity:
2. Legal Organization Name (if different from above):
3. Organization Address:
4. Authorized Representative Information:
 - Name:
 - Title:
 - Telephone:
 - Email:
5. Authorized Contract Signer:
(Individual(s) authorized to enter into/execute contracts as indicated in a Board Resolution, bylaws or other organizational document.)
 - Name:
 - Title:
 - Telephone:
 - Email:

6. What is your organization's purpose, mission and vision? [Limit 2,600 Characters, approximately 400 words]
7. Proposal Title: [Limit 100 characters - Approximately 15 words]
8. Total Requested Grant Award (Cannot exceed \$100,000):
Note: Applicants requesting \$50,000 or more must participate in a more extensive grant monitoring and financial reconciliation process.

9. Grant Use:

(See definition of these uses under "Eligible Uses" in the Capacity Building RFP Application Instructions)

Choose one:

- Organizational Capacity Building
- Intermediary Capacity Building

10. Topic Areas

Select **up to two topic(s)** that most closely align with your proposal:

- Climate
- Community Development
- Community Engagement and/or Community Leadership
- Homeownership
- Housing Stability
- Manufactured Housing
- Policy
- Rental Housing

11. Geography

Choose all that apply:

- 7-County Metropolitan Area
- Greater Minnesota
- Statewide
- Tribal Nation(s)

12. Target Geography [Limit 100 characters - Approximately 15 words]:

As applicable, describe the one or more specific neighborhoods, cities, counties, regions, Tribal Nations and/or Statewide geography that this proposal focuses on.

13. Target Communities (Limit 100 characters - Approximately 15 words):

Briefly list the constituencies, populations, and/or groups that this proposal focuses on.

14. Does this proposal include subgrants to one or more subgrantee(s) and/or hiring consultants/contractors?

- Yes
- No

If yes:

If known, list subgrantees, contractors and/or consultants and the subcontract amount:

If unknown, please indicate here:

NOTE: The grantee is required to comply with the contracting and bidding requirements outlined in the Grant Contract Agreement.

Contracts of \$10,000 or more with vendors or sub-contractors not identified in the application must be competitively awarded according to the total cost for the activities. Requirements range from verbal quotes or bids to a formal bidding process (\$100,000 or more).

Phase One Application Questions

1. Project Design:

Describe your project concept and address the following: [Limit 7,000 characters, approximately 1,200 words]

- What are the goals and vision of your project?
- What are the opportunities and needs your project will address?
- What strategies will you use to work towards the vision, opportunities and needs you identified?
- How will your project work towards addressing gaps in the current housing system?

If your application includes one or more subgrantees: Describe why you identified the subgrantee(s) and how you will work together to implement the proposal.

2. Community Needs & Opportunities: [Limit 5,000 Characters - Approximately 900 Words]

Note: Tribal Nations receive automatic points for Question 2 but should provide a response to part 2.a. They do not need to provide a response to 2.b.

- a. Who are the communities (or community) that this proposal focuses on?

Note: Tribal Nation applicants are requested to respond to question 2.a.

- b. How is this project responsive to what you are hearing from communities regarding their opportunities, needs and challenges?

Note: Tribal Nation applicants do not need to respond to this question 2.b.

3. Outcomes:

List and describe four to seven outcomes you anticipate resulting from this project. How will you measure the success of each outcome?

[Limit 3,500 Characters- Approximately 600 words]