

NOTE: FOR REVIEW ONLY. ALL LETTERS OF INQUIRY MUST BE SUBMITTED THROUGH THE ONLINE PORTAL by 11:59 PM on OCT 1, 2025. Early submission encouraged!

Staff Capacity Grants 2025-2027

VNA Foundation Of Greater North Penn

Project Information

Letter of Inquiry- Important note before you start- Please Read!

Inspired by listening to our grantee partners during Reporting Conversations held in the Winter/Spring of 2025, the **Staff Capacity Grants provide up to \$15,000 per year for 2 years (for a total of \$30,000) specifically to address the issue of "understaffing" among direct service positions-** for instance, boosting a part-time staff position that requires more hours to meet rising community needs, or converting an increasingly vital volunteer position to a part-time paid position to ensure sustainability in that role, etc. In keeping with the VNA Foundation's mission, only nonprofit organizations that provide health/human services in the greater North Penn region are eligible to apply.

These grants will be made to support **direct service positions that serve vulnerable people in the greater North Penn community**. The VNA Foundation defines "greater North Penn" as the geographic boundaries of three school districts (North Penn SD, Souderton SD, Wissahickon SD) and Worcester Twp in Montgomery County, PA.

LOIs are due by October 1st (early submission is encouraged; please email us to discuss a late submission date). Most applicants will be asked to schedule follow-up conversation held via Zoom to determine next steps in the application process, which would include a brief application due on/around October 17th. Decisions should be issued by mid-November, 2025.

Please contact Diana Doherty at ddoherty@npvnafoundation.org with any questions along the way. Thank you for your interest!

Character Limit: 20

Position Title*

Please share the title of the position, or a very brief description of the role (if no title yet exists). This title will not be "binding" if you decide to re-name the role later.

Character Limit: 250

Reason for proposed change*

Are you looking for funds to boost an existing staff position (perhaps because of increasing community needs) or to convert a current volunteer role into a paid position?

Choices

Boost Existing Staff Position

Convert a Volunteer Role into a paid position

Other (explain below)

Other reason for change

If you answered "Other" above, please briefly explain what you are proposing to change in your staff with the help of this grant.

Character Limit: 250

Role in Direct Service Impact (CURRENT)*

How does this position in its CURRENT form provide direct services to vulnerable members of the greater North Penn community? Please describe the position in its current form- including the need(s) this position helps to meet, the approximate hours worked per week, number of people served, and the role's direct impact on the people your organization serves.

Character Limit: 4000

Role in Direct Service Impact (GOAL)*

What do you hope to change about this role, with this grant? How would enhancing this role help your organization better serve the greater North Penn community? Please be as specific as possible about expected changes to the responsibilities of the role, number and types of people served, depth or breadth of services delivered, etc. as a result of enhancing this position.

Character Limit: 7000

People to Be Served- Location in North Penn area*

What part of the greater North Penn region would the person in this position primarily serve? Please name/list the town/borough/area(s) where this position would have the most impact in our region.

Character Limit: 2000

Additional Information

Please use this section to include any brief additional information that you wish to share about your ideas for the Staff Capacity grant that was not covered in the previous sections. This is optional!

Character Limit: 2000

Follow-Up Discussion Scheduling*

Most LOI submissions will result in a follow-up discussion on Zoom to collect more information and discuss the position in more detail. **Please enter dates/times for three different 1-hour blocks between now and October 1st that would work for you to discuss this proposal over Zoom. We will get in touch with you quickly to confirm one of those hour-long blocks of time** and schedule our Zoom session with you and any members of your leadership team who is relevant to this grant proposal (please check their availability before listing your three dates/times).

Character Limit: 2000

Next Steps

Thank you for completing this Letter of Inquiry (LOI). LOIs will be reviewed on a rolling basis. **OUR STAFF WILL REACH OUT TO YOU SHORTLY TO SCHEDULE THE ZOOM DISCUSSION TO GATHER MORE DETAIL- PLEASE LOOK FOR THAT EMAIL SOON.** Following the informational Zoom discussion, you may be invited to submit a short application which will include budget and requested amount (up to \$15,000 per year for 2 years). Applications will be due on/around October 17th and final decisions will be issued by mid-November, 2025.

Please do not hesitate to contact Diana Doherty at ddoherty@npvnafoundation.org with any questions along the way. Thank you!

Character Limit: 1