Guidelines for

Award Application for Non-Profit Capacity Building Training

The Obici Healthcare Foundation supports and encourages training and education for not-for-profit community groups in order to build capacity. Toward that end, the Foundation offers financial assistance to **grantees** that want to improve skills and experience through training. Requesting organizations will be reimbursed for training if approved. It is the responsibility of the requesting organization to pay the vendor providing training. The Foundation will not make direct payment to any vendor.

1. **Who may apply?**
   Any current or past grantee of the Obici Healthcare Foundation may apply for financial assistance for relevant trainings and courses. Approval must be given by the Director of the applying organization for individuals to attend.

2. **What is expected of award recipient?**
   Award recipient's agency must pay for training directly; Obici Healthcare Foundation will reimburse agency after successful completion of training. Award recipients must complete training and submit proof of completion to the Foundation in a timely manner in order to receive reimbursement.

3. **When and how can application be made?**
   Applications may be submitted at any time during the year. Applications should be made **at least one week** prior to training date. Applications may be made on line, or may be faxed or mailed to the Obici Healthcare Foundation.

4. **What courses are acceptable?**
   Acceptable courses include but are not limited to
   - Not-for-profit management
   - Financials
   - Human Resources
   - Technology
   - Tax issues
   - Advocacy
   - Marketing
   - Grant writing
   - Public Relations
   - Board Work

5. **What funds are available?**
   Each agency or organization is limited to $500 per calendar year for trainings. Assistance awards may be used for short-term training expenses only; no travel is included, and no full semester coursework is included.

6. **More information?**
   Contact the Obici Healthcare Foundation at 757-539-8810, or check the website at www.obicihcf.org.