

Due Date: Must be received by November 15th

**The African-American Community Fund
GRANT PROPOSAL**

Organization Name: _____ **Date:** _____

Address: _____ **Phone:** _____

Contact Person: _____ **Project Budget:** _____

Project Title: _____ **Proposal Request:** _____

1. Project Description and Duration

What will you do? How many will be involved? How long will the project last?
Is this a new project or a continuation/expansion of an old project? What are your expected outcomes? How many African Americans will be involved?

2. Goal of the Project

How will this project help solve the problem you are addressing in our community?
Does the project have significance in resolving issues nationally? For example, can the Project be replicated or will it demonstrate new solutions?

3. Collaborations

How are other individuals or groups working with you in the planning and the implementation of this project? Who are they? (*Support letters are encouraged*).

4. Results and Evaluation

How will you determine whether your project was successful? How will you measure the results? If this is a continuation project, please report your results in the number of African Americans that have been impacted.

5. Project Achievements

How will you let the community know about the project's achievements?

6. Project Budget

Present an itemized list of project costs; if there are other sources of funds or gifts-in-kind for the project, please indicate them. Include your agencies overall budget and what the Percent of that budget that is being requested for this proposal.

7. Do you have any other comments that support your application?

*If you have questions contact:
the Foundation Liaison, at 440.984.7390*

Send Proposal to: **The African American Community Fund
c/o The Community Foundation of Lorain County
9080 Leavitt Road
Elyria, OH 44035**

THE GRANT PROCESS

The African American Community Fund awards grants for definite purposes and normally covering a one year period of time.

Applicants are encouraged to discuss their project with the Community Foundation's program staff prior to submitting a formal proposal.

All proposals are screened by staff before presentation to the Grants Committee. The Board of Directors makes the final decision.

All applicants are informed, in writing, of the Board's decision; as well as any conditions placed on the grant.

Grant recipients are required to sign a grant agreement prior to the release of funds and adhere to its terms throughout the course of the grant period.

A fiscal and program report must be submitted upon completion of the project.

DEADLINE

Grant proposals are due **November 15**. Decisions are reported in February. Should the proposal deadline fall on a weekend, the proposal may be delivered on the next Monday.

PROPOSAL OUTLINE

Proposal must include:

Background

- Organization's legal name and address;
- Organization's history, purpose and population served;
- Documentation of need for activities Proposed;
- A list of your Board of Directors;
- Copy of your IRS501(c)(3) tax exempt Letter;
- Governing body authorization to apply

Budget

- Line item project budget indicating all anticipated income sources and expenditures;
- Most recent audited financial statement and current agency operating budget.

AFRICAN AMERICAN COMMUNITY FUND

GRANT GUIDELINES

"Lifting the Community"

An Affiliate Fund
of

The Community Foundation of Lorain County
9080 Leavitt Road
Elyria, OH 44035
440.984.7390
www.peoplewhocare.org

MISSION OF THE AFRICAN AMERICAN COMMUNITY FUND

- ◆ To foster self-esteem within the African American community;
- ◆ To assist in the development of projects which will strengthen the African American Community;
- ◆ To encourage dialogue with and efforts to strengthen relations in Lorain County.

The African American Community Fund awards grants to improve the quality of life of African Americans of Lorain County. The Fund has a special interest in affecting the most disadvantaged in the community. The African American Community Fund supports tax-exempt, organizations and public agencies within Lorain County, Ohio, or in some cases, organizations outside the county whose projects directly impact African American Lorain County residents.

PRIORITY FUNDING AREAS

Grants are made to organizations which develop programs that are focused on collaborative problem solutions or on new approaches in dealing with continuing needs. The African American Community Fund will direct its efforts to the following priority areas:

- Development within the African American community with emphasis on neighborhood revitalization;
- Building the capacity of non-profit organizations that serve or benefit African Americans;
- Elementary or Secondary Education;
- Public safety, education and prevention of crime and violence within the African American community.

PROGRAMMING INTERESTS

The African American Community Fund receives many more worthy requests than it can support and must make judgments on relative need and potential impact. In making these decisions, the Fund will weigh the extent to which proposals address the following preferences:

- *Does the program involve collaborative problem solving among several service providers?*
- *Does the program strengthen the capacity of organizations through local leadership or by helping non-profit organizations manage more effectively?*
- *Does the program demonstrate potential for systemic change, reform, or long-range impact?*
- *Does the program reflect a community-wide effort or focus?*

OTHER REQUESTS

The African American Community Fund will also review proposals that are outside the four priority funding areas if the projects clearly address the African American Community Fund's programmatic interests.

GRANT DEADLINE

In order to achieve the greatest impact with our limited funds, the African American Community Fund will maintain one grant-making cycle per year.

The Fund's proposal deadline is November 15. Any proposals which are submitted after the scheduled deadline will be held until the next cycle.

PRECLUDED ACTIVITIES

In general, the African American Community Fund does not make grants for:

- Medical research;
- Membership fees;
- Ticket sales for charitable fund raising events;
- Religious purposes;
- Grants to individuals, except Scholarships;
- Services commonly regarded as the responsibility of government;
- Public or non-public school services required by state law;
- Capital support, including buildings, construction, or land purchase;
- Equipment, unless it is a minor part of an innovative or otherwise fundable program;
- Ongoing operating support and other expenses of an existing program or project;
- Capital debt reduction

GUIDELINES FOR GRANTS

The African American Community Fund awards grants to programs which address fundamental community needs, problems or opportunities in the areas of health, social services, education, civic, arts and cultural affairs.

The size and number of grants are directly related to the amount of money available each year and the restrictions donors have placed upon the use of certain funds.

The African American Community Fund operates without discrimination as to age, race, religion, sex, or national origin in considering proposals from agencies and organizations.

**COMMUNITY FOUNDATION OF LORAIN COUNTY
FISCAL SPONSOR'S INFORMATION**

This form is for organizations that do not have an IRS 501(c)(3) tax-exempt status. Grants approved will be made payable to the Fiscal Sponsor as the tax-exempt organization representing the grant seeker. As Fiscal Sponsor, the organization assumes fiduciary responsibilities for this project as though it were a project of the Fiscal Sponsor.

Name of the organization: _____
Address: _____
Executive Director: _____
Telephone number: _____
E-mail address: _____

The Fiscal Sponsor must send in the following attachments:

1. On agency letterhead, letter signed by the Executive Director and Board President indicating the following information.
 - Willingness to administer the grant if awarded.
 - Duration of time and nature of the cooperative relationship between the entities.
 - List services and frequency that the fiscal sponsor will provide to the grant seeker, e.g., bookkeeping, payroll, benefits, space, grant reporting, reports to the IRS, etc.
 - Fees for services charged by the Fiscal Sponsor to the grant seeker.
2. Copy of Minutes from Board meeting approving the fiscal sponsor relationship.
3. List of Board members.
4. Copy of the Fiscal Sponsor's most recent IRS letter indicating 501(c)(3) tax-exempt status.
5. Copy of current operating budget including year-to-date financial information.
6. Copy of annual report.
7. Copy of the financial audit.
8. If the grant is awarded, it will be the Fiscal Sponsor's responsibility to ensure that all reports and submissions are provided in a timely manner to The Community Foundation. (Reporting dates will be on the Terms of the Grant Award.)

Fiscal sponsors and grant seekers must sign below indicating that they have read this list of requirements.

Fiscal sponsor

Grant seeker

Date

Date