

2014 SMALL & PROGRAM GRANTS GUIDELINES

Deadline: July 14th

Anniston Community Education Foundation (ACEF) is a non-profit foundation, established as a result of the Partial Consent Decree between the United States Environmental Protection Agency (EPA) and Solutia Inc (Solutia) entered by the United States District Court for the Northern District of Alabama.

The **Mission** of Anniston Community Education Foundation is to BUILD a collaborative network of stakeholders to IMPROVE the quality of education for in the targeted communities.

The **Vision** of Anniston Community Education Foundation is empowering children in the designated area with need-based educational resources.

Grants from Anniston Community Education Foundation are awarded based on a competitive grant review process. The Board of Directors determines the amount of money on an annual basis available for grants. The Board is also responsible for making the final decision on all funding to be allocated for improving the quality of education for youth in the targeted communities.

ACEF seeks to fund projects that foster strong literacy skills, strengthen parental engagement in schools, and promote high school dropout prevention. With the increased competition for grant dollars and the need to better assess the impact of The Foundation's investment, a successful grant request must include an effective and written evaluation method for measuring outcomes.

To begin preparation for the submission of a grant application, read the GRANT GUIDELINES carefully and follow all instructions. Failure to follow the guidelines will result in a non-review. **The Small Grant is awarded on yearly basis in amounts of \$2,001 to \$10,000 per year. The Program Grant is awarded on a biennial basis in amounts of \$10,001 to \$35,000 per year for two years.**

Initial Review: The Grant-making Committee will conduct a detailed review of each grant proposal. The review is designed to:

- Determine if the grant proposal meets the Foundation's Grant Guidelines;
- Ensure that the grant proposal addresses the funding priorities of the Foundation;
- Assess the strength of both the agency that is applying for funding and the proposed project.

Applicants will be notified no later than ninety (90) days from the submittal deadline regarding the status of your proposal. Organizations selected by the Board to be funded will be required to sign a Grant Agreement and attend a grant orientation with Anniston Community Education Foundation prior to receiving a grant award. The grant agreement must be signed by persons responsible for the grant management and the allocation of funds for the organization. These responsibilities must be performed by the person(s) who are physical residents of the areas we serve and must be able to directly oversee the project. Grantees must adhere to guidelines set

forth by the Anniston Community Education Foundation. Payments will be given in four (4) equal installments. The first installment will be given after signing the ACEF's Grant Agreement and attending the orientation. The additional three installments will be contingent upon the Quarterly Progress Report. Future installments will be awarded after the receipt and a satisfactory review of the Quarterly Progress Reports.

For school-based grantees, no grant funds will be made directly to the school. All expenses will be paid directly to vendors by ACEF. All purchases will require an advanced approval from ACEF. Purchase Order Procedures will be provided at the grant orientation.

A Quarterly Progress Report must be submitted every three months after the grant funds have been awarded. The reports must be submitted using the Grant Reporting Forms. The report forms are made available online at www.annistoncef.org. Late reports will delay grant payments. Any overdue report, more than thirty (30) days late, will automatically result in a cancellation of the Grant Agreement and discontinuation of future payments. Quarterly Progress Reports are due as follow:

- ❖ February 15th
- ❖ May 15th
- ❖ August 15th
- ❖ November 15th

Announced and unannounced site visits by Anniston Community Education Foundation staff will be conducted to observe the progress of the funded project.

Funding Focus

Anniston Community Education Foundation seeks to fund projects that will make the greatest impact on education in the targeted communities in the following areas: (1) Reading/ Literacy; (2) Parental Engagement; (3) Math and Science; (4) Language and Humanities; and/or (5) High School Dropout Prevention. The proposed project:

- Must address an educational need or opportunity in the targeted communities of Anniston, Oxford, Saks, and Wellborn.
- Must include a written evaluation method for measuring outcomes and the impact of ACEF investment.
- May not have received funding from the Anniston Community Education Foundation more than twice in the past. This funding is retroactive back to the original funding date in September 2005.

The requesting organization **must and/or will be required to:**

- Be a non-profit entity with a 501 (c) 3 designation or a municipal/public agency.
- Have ongoing existing program(s) that serve the targeted communities.
- Implement and/or manage an educational program and/or educational activities.
- Work in a collaborative environment with other nonprofits, schools, churches, civic organizations, community leaders, educational foundations, etc.
- Have demonstrated experience with administrating educational program(s) and/or activities.
- Have specific, measurable goals and objectives set forth in the grant with a written evaluation method in place to measure outcomes.

- Attend at least three (3) workshops provided by any reputable organization, consultant or business which provides training on nonprofit management or governance. At the cost of the grantee.
- Have demonstrated accounting practices under within GAAP guidelines (General Accepted Accounting Practices guidelines) for nonprofits, educational program(s) and all other activities.
- Submit all documentations, reports, etc. by the deadline.
- Submit in writing changes in key personnel within fourteen (14) days prior to a change in program curriculum, program staff, budget, location any change which impacts the information provided in the original grant application. If there are circumstances in which the grant administrator is unable to provide information fourteen (14) days prior to a change occurring ACEF must be notified as Program Administrator is aware of the situation and a written explanation of circumstances that prohibited reporting the change(s) to ACEF within the fourteen (14) day timeframe will be required.
- Spend funds as specified in grant request within the defined timeframe or return funds to Anniston Community Education Foundation. A (No Cost Time Extension) form may be requested within designated timeframes. This request will be evaluated on a case-by-case basis by the Board and their approval is required before extensions are given.
- FAILURE TO ADHERE TO GRANT GUIDELINES AND REQUIREMENTS MAY RESULT IN TERMINATION OF GRANT AGREEMENT.

LIMITATIONS AND RESTRICTIONS

Anniston Community Education Foundation considers grant proposals only from:

- Nonprofit organizations that provide services that directly affect children in the impacted community.
- Have tax-exempt status under Section 501 (c) 3 or operate as a public or municipal entity, under the IRS Code or are described as an appropriate beneficiary for a community foundation under the IRS Code.

NO grants are made to or for:

- Individuals (excluding scholarships)
- Religious purposes (Funds provided in grants by the Anniston Community Education Foundation may not be (1) used for a religious program (sectarian instruction, religious worship, or a school or department of divinity); or (2) used as part of a program in which a substantial portion of the activities are a component of a religious program.)
- National fundraising drives
- Conference or seminar expenses
- Tickets for benefits
- Political organizations or candidates for public office
- Lobbying activities
- Budget deficits
- Replacement of government funding cuts
- Special events / Fundraising dinners

Please Note: Requests of organizations for programs working within the school system must have prior approval from the Superintendent's office. This approval should come in the form of a letter, on letterhead, with the Superintendent's signature and should be included as part of the grant proposal.

DEADLINE

Deadline is July 14th. Proposals delivered by mail must be postmarked by or received in the ACEF office by 5pm by the deadline. **Late or incomplete grant proposals will not be considered. NO EXCEPTIONS.**

WHAT TO INCLUDE IN YOUR PROPOSAL

Anniston Community Education Foundation has a specific grant form. The questions on the form must be answered completely and accurately. All accompanying documentation requested must be provided. Proposals must be submitted in writing, contain all required information, provide the correct number of copies, and be received prior to the deadline.

The information should be on 8 1/2 x 11 inch paper double-spaced and printed on one side. Proposal must not exceed 10 pages. Please submit seven (7) copies stapled in the upper left hand corner. Please use 12 point font on proposals. Only the required information should be provided.

A Grant Proposal Checklist must be completed and included with the proposal. This checklist can be found at the end of these guidelines. Organizations must use ACEF's Budget Forms.

Please send seven (7) copies of the following information. Use pages 6-12 to assemble the entire application packet.

- A. **Grant Proposal Checklist.** This checklist must be printed out, completed and placed on top of the other material in the proposal. Be sure all required information is included.
- B. **Cover Letter:** Describing your Agency's Background and Brief description of the proposed project
 - Its history including major programs and accomplishments.
 - How this project fits within the mission of your agency and Anniston Community Education Foundation's mission.
 - How will lives be changed and impacted as result of your project?
- C. **Grant Application:** Questions must be included and answered in order in which they are asked.
- D. **Financial Information:** Financial Information as requested in application and please submit these documents:
 - Line item income and expense budget for the proposed project, including in-kind and cash support.
 - Include your organization's current annual operating budget in your grant proposal's appendices.
 - List of funding sources for this project and your organization.
 - Grant applicants must use ACEF Budget Form.
 - Copy of most recent audit or financial statements

RECEIPT OF PROPOSALS AND NEXT STEPS

Each request is thoroughly reviewed before any decisions are made about grant distribution. One of the ACEF staff members will contact the designated contact person should clarification be needed or to schedule a preliminary site visit. During this decision-making time period, please inform the ACEF staff if circumstances arise which would change or affect any aspect of the request, i.e. personnel or financial issues. All grantees will be required to sign a Grant Agreement.

If you have any questions, please contact Kerwin L. Allen, Executive Director,
at (256)741-1629 or kallen_acef@bellsouth.net.

NOTIFICATION OF FUNDING DECISIONS

Grant applicants will receive notification of funding decision by October 15. The notification letter will state the terms and any contingencies of an approved grant and the procedure to accept and receive the award. All grantees are required to sign a Grant Agreement. The Board of Directors makes the final award determinations.

SEND PROPOSALS TO

Mail: Anniston Community Education Foundation
Attn: 2014 Small Grant
P.O. Box 1026
Anniston, AL 36202

Hand Delivery: 818 Leighton Avenue
Suite A
Anniston, AL 36207

GRANT PROPOSAL CHECKLIST

- _____ **Cover Letter (not to exceed one page)**
- _____ **Completed Grant Application and Appendix A**
- _____ **Project Evaluation Method (Appendix)**
- _____ **Financial Information**
 - **Grant Application Budget Income form**
 - **Grant Application Budget Expenses form**
 - **Current Annual Operating Budget (Appendix)**
 - **Copy of Most Recent Audit or Financial Statements (Appendix)**
- _____ **Copy of 501 (c) Award Letter (Appendix)**
- _____ **Roster of Board of Directors (Appendix)**
- _____ **Letter of Approval from ACS Superintendent's Office, if applicable (Appendix)**
- _____ **Letter of Approval from the Contact Person's Immediate Supervisor, if applicable (Appendix)**
- _____ **Letters of Support (3) (Appendix)**
- _____ **Adherence to Writing Guidelines (Appendix)**
- _____ **IRS Letter of Determination or Articles of Incorporation (Appendix)**
- _____ ***For schools only: Copy of W-9 & Tax-exempt Letter (Appendix)***

12 Point Font, double-spaced, one-sided, on 8 1/2 X 11 paper not to exceed 10 pages in response to questions on this application form. Seven (7) stapled copies of the grant application packet.

GRANT APPLICATION
GRANT Application Deadline July 14,2014

Name of Organization/Agency _____

Contact Person and Title _____

Address _____

Telephone Number _____ **Fax** _____

Email _____

Project/ Program Name _____

Funding Type:

- Small Grant (up to \$10,000 for one year) – November 1, 2013 – October 31, 2014
- Program Grant (up to \$35,000 per year for two years) – November 1, 2013 – October 31, 2014

Requested Amount: _____

Please provide a brief summary of your project.

PROJECT NARRATIVE

- 1. Please provide a brief summary of the history of your organization, its mission, and its major accomplishments.**

- 2. Please provide a description of the purpose, goals and objectives, and the specific needs to be addressed by the proposed project. The description should also include an implementation plan and timeline. (Use the Goals, Objective, and Timeline Chart to outline each goal and objective.)**

- 3. What segment of the community and approximately how many individuals will be served through this project?**

- 4. How will this project broaden the scope of ACEF's funding priorities in the community?**

- 5. Please describe your evaluation method? The description should include an evaluation plan with specific criteria for determining the project's effectiveness.**

- 6. List other agencies that are collaborating with your agency on this program/project. Also, please provide a summary of community support for the project.**

- 7. Please provide the names, titles, & qualifications of key personnel responsible for the project (include resumes). Also, if your agency is creating a new position, please include the job description of the new position.**

- 8. Please attach a list of the current Board of Directors.**

FINANCIAL INFORMATION

1. List other organizations (including federal or state monies, etc.) from which you have requested funding for the proposed project. Please indicate the agency's name, date of request, and amount request.

Ex. ACEF Submitted proposal on 7/16/2012 \$15,000

5. Will the Anniston Community Education Foundation enable your organization to receive matching funds?

- Yes
- No

3. Explanation of how funds will be used.

Dollar amount requested: _____

Provide a Budget Narrative, describing each line item?

4. Is this project expected to be ongoing?

- Yes
- No

5. Attach the following documents in the Appendices:

_____ Copy of 501 (c) Award Letter

_____ Roster of Board of Directors

_____ Letter of Approval from ACS Superintendent's Office, if applicable
OR

_____ Letter of Approval from the Contact Person's Immediate Supervisor, if applicable

_____ Letters of Support (3)

_____ Adherence to Writing Guidelines

_____ IRS Letter of Determination or Articles of Incorporation

_____ Financial Information

- Grant Application Budget Income form
- Grant Application Budget Expenses form
- Current Annual Operating Budget
- Copy of Most Recent Audit or Financial Statements

_____ For schools only: Copy of W-9 & Tax-exempt Letter

12 Point Font, Double-spaced, one-sided, on 8 1/2 X 11 paper not to exceed 10 pages in response to questions on this application form. Seven (7) stapled copies of the grant application packet.

GRANT APPLICATION BUDGET EXPENSES

Date current fiscal year began: _____ Date current fiscal year will end: _____

	Total Project Budget	Year 1	Year 2*
DIRECT COSTS			
Personnel (list all paid positions & # of hours per week) (up to 17%)			
Fringe Benefits (health insurance, etc.)			
Total Personnel (A)			
Operating Expenses			
	Program expenses		
	In-kind expenses		
	Incentives (up to 3%)		
	Postage		
	Printing/Copying		
	Training/ meeting		
	Rent and Utilities		
	Supplies		
	Telephone / FAX / Internet		
	Travel		
	Accountant/ bookkeeper		
	Equipment		
	Consultant/ contract fees		
	Other Operating Expenses (list below):		
Total Operating Expenses (B)			
Total Direct Costs (C)	(A + B = C)		

*Only complete if submitting a Program Grant.

GRANT APPLICATION BUDGET INCOME

	Income of Program or Project	Income of Overall Organization
REVENUE SOURCES (list each source under the appropriate heading and indicate whether the income is secured or projected)		
Foundations (including ACEF):		
Ex. Anniston Community Education Foundation (projected)	\$15,000	
Individual Contributions (list fundraising campaigns, if applicable):		
Organizations / Corporations:		
Special Events:		
Ex. Organization's annual special event (projected)	\$1,000	\$10,000
Other Income (describe below):		
Total Revenue		

Total Amount Requested from ACEF	\$
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GOALS, OBJECTIVES, AND TIMELINE CHART

Goal				
Objective				
Activity	Educational Areas Impacted	For Whom	By How Much	By When
Activity 1 Goes here				
Activity 2 Goes here				
Activity 3 Goes here				

***Use chart for each goal and objective**

Timeline of Activities – Objective 1												
Activity	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct
Activity 1 Goes here												
Activity 2 Goes here												
Activity 3 Goes here												

***Use chart for each objective**