

Anniston Community Education Foundation



"Empowering Youth In The Designated Area With Need Based Educational Resources"

818 Leighton Ave., Suite A * P.O. Box 1026 * Anniston, Al 36202

DISCRETIONARY FUNDS GRANT APPLICATION

1. All programs / events must provide a direct service to children from the impacted area of the targeted communities. Funds must directly impact the youth and create a positive outcome that is measurable. **The funding initiatives are the following:**
 - a. **Reading/ Literacy**
 - b. **Parental Engagement**
 - c. **Math and Science**
 - d. **Language and Humanities**
 - e. **High School Dropout Prevention**
2. Events/projects that have received discretionary funds twice will NOT BE ELIGIBLE to receive additional ACEF grant funds. This funding is retroactive back to the original funding date in September 2005.
3. Applicants must meet the criteria outlined below except **i** and **j** for first time applicants. Programs/projects which have previously received discretionary funding will have to meet all the criteria to apply for additional funding. This established criteria is as follows:
 - a. What is the primary service of your organization?
 - b. Give a brief history of your organization, describing its purpose activities and accomplishments.
 - c. Describe the issue or problem to be addressed with grant funds.
 - d. What are the goals and activities of the proposed project?
 - e. List the steps you will follow to accomplish your objectives (plan of action, anticipated timeline, and staff/volunteer roles and responsibilities).
 - f. How will you evaluate the proposed activity/program?
 - g. Supply a Line-Item Budget for the project.
 - h. List other prospective funders for the project and the amounts requested.
 - i. Sustainability Plan for equipment purchases
 - j. Project Evaluation documents. (*excludes first time applicants*)
 - k. Documented evidence that the outcomes were met or exceeded the project outcomes. (*excludes first time applicants*)
4. The funding applications are accepted four (4) times a year in an amount of up to \$2,000. The cycles are as follows:
 - March 1st** is the application deadline for events occurring April through June.
 - June 1st** is the application deadline for events occurring July through September.
 - September 1st** is the application deadline for events occurring October through December.
 - December 1st** is the application deadline for events occurring January through March.
5. Applicants will be notified of their award determination status within thirty (30) days of request.
6. Grantees are required to sign a Grant Agreement.

Instructions:

Your organization must attend a grantee training prior to submitting funding requests.

1. Complete the application. All applications are due by deadlines (applications must be postmarked by or received in the ACEF office by 5pm). Late or incomplete applications will not be accepted or reviewed.
2. Attach the front page of your Articles of Incorporation **and** the front page of your 501© 3 award. For school system's applicants, attach a completed Form W-9 and Tax Exemption Letter.
3. Attach a project narrative that explains the objective(s) of the program/event and provides a **detailed** description of how requested funds will be used.
4. Attach an itemized budget that explicitly details how ACEF funds will be used.
5. **Awardees must submit a Final Project Summary and copies of receipts (totaling amount awarded) to Anniston Community Education Foundation no later than forty-five (45) days after the event.**
6. Submit letters of collaboration.
7. Permission to deviate from any section of the original grant proposal must be requested in writing within a fourteen (14) day period prior to the date of change occurring (this includes but is not limited to program personnel changes, changes in location, budget revisions, etc.).
8. You **must** attach a letter of approval, on official letterhead, from the financial manager and/or the immediate supervisor of the person submitting the grant.
9. For school system applicants, you **must** attach a letter of approval, on official letterhead, from the school's principal and the school system's Superintendent.
10. 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.
11. Return **Eleven (6) stapled** application packets to Anniston Community Education Foundation by the application deadline. The ACEF Board of Directors makes the final award determinations.

NAME OF ORGANIZATION: _____

GRANT PROJECT TITLE: _____

ADDRESS: _____

CONTACT PERSON/TITLE: _____

PHONE NUMBER: _____

AMOUNT REQUESTED: _____

BRIEF PROJECT SUMMARY:

Signature

Date

For more information, please contact the ACEF office at (256) 741-1629 / 741-1630 or acef@bellsouth.net.