

Athens Area Community Foundation

Discretionary Grants Program Policies & Procedures

Purpose

The Athens Area Community Foundation, Inc. is interested in funding projects which will improve the quality of life for residents of Athens, Georgia and surrounding areas. The Athens Area Community Foundation is a public charity that brings people together who care deeply about Athens and surrounding areas and who seek to improve the quality of life and economic well-being of all people in our community through gifts and involvement. Eligible projects generally fall within these categories: (i) public and private education, at all levels, including prekindergarten, elementary, secondary, and higher education; (ii) human services, including an emphasis on children, families, and the aged; (iii) workforce development; (iv) affordable housing; (v) medical and hospice care; (vi) public transportation; (vii) art and cultural activities; (viii) green space preservation and environmental initiatives; (ix) building community, and (x) economic development and revitalization, in collaboration with chambers of commerce and economic development agencies and authorities in the region served by the corporation. The Foundation aims to support creative approaches to community needs and problems through grants for projects that have measurable outcomes.

Eligibility

The Foundation welcomes grant applications from organizations that are tax-exempt according to Section 501(c)(3) of the Internal Revenue Code. **If an organization does not have a tax-exempt ruling from the IRS, the applicant must complete the Fiscal Sponsor Information Form attached to the application.** The eligible area is determined to be Athens-Clarke and contiguous counties. Occasionally, the Foundation will approve grant applications from organizations whose headquarters are located outside the area, if a significant number of the persons who will be served reside within the eligible area.

Focus

There are a number of individual funds administered by the Foundation as part of its endowment. Many of these are restricted to certain purposes, in accord with the wishes of the donors.

The Foundation uses its **unrestricted grant funds** to:

- Support implementation of the recommendations of the Partners for a Prosperous Athens;
- Help to enhance the capacity of service delivery providers in the greater Athens area;
- Serve as a catalyst, convener and partner in reaching and shaping effective responses to problems and opportunities of all our communities.

It is the policy of the Athens Area Community Foundation not to provide grants for indirect expenses. Each year the Board of the Athens Area Community Foundation may emphasize one or two broad areas for programming within which it will entertain applications. These are based on a prior assessment of community needs. In addition, the Foundation may reserve some portion of revenue in its unrestricted funds for innovative projects which are developed in response to urgent and unforeseen needs, even if they do not fall within the annual priorities.

Grantmaking Policies

The Foundation gives higher priority to programs that foster a thriving, just, and caring community. Proposals should include one or more of the following characteristics:

- addresses poverty
- promotes inclusion and community engagement
- is preventive
- increases individual access to community resources
- examines and addresses the underlying causes of local problems
- promotes independence, personal achievement, and positive outcomes
- attracts volunteer resources and support
- strengthens the nonprofit sector
- encourages collaboration with other organizations
- builds the capacity and sustainability of the applying organization

In order to make the best use of available funds, the Foundation usually does not make grants for the following (unless designated by the donor or part of our annual area of focus):

- internal construction projects, whether for a new building campaign or routine maintenance
- annual giving campaigns or capital campaigns
- normal operating expenses (except for start-up, expansion, or special project purposes)
- religious or sectarian purposes
- grants or scholarships to individuals
- distributions for political campaign or propaganda purposes

Grant Cycle

AACF seeks to improve the quality of life in Athens-Clarke, Oconee, Oglethorpe, Jackson, Barrow, and Madison Counties. Each grant is valued as an investment in our community.

AACF is not currently taking applications for its Discretionary Grants Program. We will announce future Requests for Proposals soon.

Applications should be sent to:
Athens Area Community Foundation
Grants Committee
P.O. Box 1543
Athens, GA 30603

Average Grant Size:

Grants will average between \$1,000 and \$5,000 each.

The Review Process:

When the Community Foundation receives a proposal, an acknowledgment of receipt is usually sent within seven days. Proposals are initially screened by staff for eligibility and completeness. If the request clearly falls outside these guidelines, it will be declined by program staff.

The Community Foundation's Grants Committee will then review proposals and forward their recommendations for funding to the full Board of Directors for a decision.

Applicants will be notified of the Board's decision by late April for the Spring Grant Cycle or late October for the Fall Grant Cycle.

Requirements for Grantees:

If a grant is awarded, the organization will be asked to sign a grant agreement which outlines the terms of the grant including the agreement to use the grant funds solely for the purposes described in the grant application. Any significant changes in the purposes for which grant funds are spent must be approved in writing by the Community Foundation before implementation. All publicity should appropriately recognize the Athens Area Community Foundation as the grantor. We encourage you to issue a press release and send a copy to the Foundation for our files.

In addition, to enable us to evaluate the effectiveness of this grant we require all grantees to file an end-of-the-grant report. Details are provided in AACF's Grant Report Guidelines. Please note that it includes a line-item financial accounting of the expenditure of grant funds.

Athens Area Community Foundation does have the authority to withhold and/or recover grant funds in cases where such funds are, or appear to be, misused.

Application Check-List

Before completing this application, first read our Discretionary Grants Program Policies & Procedures. Then complete the Application Forms and include required attachments listed below. If you have any questions, please contact the community foundation staff at 706-542-7044 or via email at dporter@athensareacf.org.

Read Discretionary Grants Policies & Procedures

Send 1 copy of the following materials:

A cover letter signed by the board president and executive director.

Attached application forms (place these immediately behind the cover letter).

**Description of Organization Form
Fiscal Sponsor's Information Form (if necessary)
Project Narrative Form
Project Budget Form including a budget narrative**

Organizational Budget Information:

Provide the actual budget for the previous fiscal year.

Provide the current projected annual budget and year-to-date financial report detailing revenue and expenses.

Include in revenue an itemization of funding sources, e.g., government (federal/state/county/city), program fees (separate programs), individual donations, corporate contributions, grants, federated campaigns, endowment, fundraisers, etc.

List of current board members. (Indicate any members who are paid staff.)

Any support letters from partners if the grant is funding a collaborative effort.

IRS tax-exempt letter.

Most recent audit (full copy with notes and Management Letter) OR a copy of your financial review if you have not yet had an audit done OR a copy of your most recently filed IRS Form 990.

Athens Area Community Foundation Grant Applicant
DESCRIPTION OF ORGANIZATION FORM

Organization _____

Address _____

Executive Director (Title, if different) _____

Phone # & ext # _____ E-mail address _____

Organizational Website (if applicable) _____

Total annual organizational operating budget and beginning date of fiscal year _____

Number of staff in the organization (how many full- and part-time) _____

Describe your organization's mission _____

Describe the service area and population your organization serves _____

List your organization's major programs or most recent activities and number of clients served. (Define units of services provided.) Please complete the section below even if you have attached your most recent annual report. Attach a separate sheet if necessary.

1. _____

2. _____

3. _____

4. _____

5. _____

Describe the way your organization interacts with agencies providing similar services _____

If your organization provides services at more than one location, please list them: _____

Fiscal sponsor [if your organization is not a 501(c)(3)] _____

- Refer to and complete the Fiscal Sponsor's Information form.

Athens Area Community Foundation Grant Applicant
FISCAL SPONSOR'S INFORMATION FORM

This form is ONLY 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: _____
Tel # and extension #: _____
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 or financial review.
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

Athens Area Community Foundation Grant Applicant
PROJECT NARRATIVE FORM

Organization _____

Project title _____

Amount requested _____ Total budget of the project _____

Use the following headings to organize your project narrative. Type in 12pt. font and do not exceed 5 typed pages.

- I. **Summary of Project:**
- II. **Statement of the Problem/Opportunity your project will address:** (Describe who will be served and their need, include evidence such as a needs assessment- reference sources of data- or other documentation of issues facing your target population. If grant is for capacity development, describe organization's need)
- III. **Project Goals and Objectives:** (Include immediate and long-range expectations)
- IV. **Plan of Action:**
 1. How will the Project's Goals and Objectives be accomplished (include methodology, timeline, and discussion of funding secured)?
 2. How does this proposal fit with your mission (the relationship of the project to your organization)?
 3. Describe your organization's capacity to carry out the project (examples: staff qualifications, best practices, collaborating agencies, and other support):
- V. **Evaluation:** (Describe desired community impact and how you plan to measure your success)
 1. How many people will your program serve?
 2. What kind of impact will we see in their lives?
 3. Please provide a baseline of behaviors that you expect your program to directly impact.
 4. How will the program's effectiveness be monitored, evaluated, measured?
- VI. **Sustainability:** (describe how this project will be sustained in the future)
 1. What other partners or agencies are supporting your work?
 2. Are there ongoing sources of funding that will be available at the end of the project period?
 3. How will you secure future funding?

Athens Area Community Foundation Grant Applicant
PROJECT BUDGET FORM

Organization _____

Project title _____

Amount requested _____ Total budget of the project _____

Item	\$ requested from AACF (Column A)	\$ from other funders List other funders in Budget Narrative (Column B)	Amount budgeted from your agency (Column C)	Total proposed budget (Add Columns A+B+C)
Personnel				
Executive Director				
Other (specify)				
Office/Meeting Space (rent + utilities)				
Travel				
Equipment				
Supplies				
Marketing				
Fundraising				
Other (specify)				
TOTAL				

Budget Narrative:

- List other funders for this project (Column B)
- Differentiate between in-kind and cash support.
- Describe any requests you have submitted to other funding sources for this project.
- Describe this project in the context of your organization's overall budget (you will need to attach a copy of your Organizational Budget Information- see Application check list)

GRANT REPORT GUIDELINES

The Athens Area Community Foundation was founded in 2008 and comprises multiple endowment funds. Grants are made possible by caring individuals, families and corporations seeking to improve the quality of life Athens-Clarke, Oconee, Oglethorpe, Jackson, Barrow, and Madison Counties. Our Board of Directors is very interested in the progress of your project and accountability so that we may report the impact of our grants to our donors. To help us learn more about your project, we request that you use the following form to prepare a report on your grant. Your Grant Report is due 12 months after you received your grant, so if you received your grant in late April, your report is due in late March. Evaluation reports are our primary tool in measuring the achievements of the projects we support, and help strengthen the Community Foundation's grant making program by highlighting new directions and address issues, and the possibilities of additional funding in the future.

Grantee Profile:

Note: The Community Foundation may use excerpts from this report in other documents or publications.

Date: _____	
Organization: _____	
Contact Person and Title: _____	
Telephone & ext: _____	E-mail: _____
Fiscal Sponsor Name/Organization (if applicable): _____	
Project Title: _____	
Sector (please check one):	
<input type="checkbox"/> Education	<input type="checkbox"/> Infant/Preschool
<input type="checkbox"/> Human Services	<input type="checkbox"/> Students: Elementary/Middle/High School
<input type="checkbox"/> Workforce Development	<input type="checkbox"/> Adults
<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Elderly
<input type="checkbox"/> Health	<input type="checkbox"/> General
<input type="checkbox"/> Public Transportation	
<input type="checkbox"/> Arts / Culture	
<input type="checkbox"/> Environmental / Green Space	
<input type="checkbox"/> Building Community	
<input type="checkbox"/> Economic Development / Revitalization	
Report covers period from _____ to _____	
Total cost of project _____	Total amount of AACF Grant _____

Grantee Report:

Please follow the format outlined below. If your grant was for general operating support, please give us an overview of your programs.

- I. Please provide a **Project Update** (number of participants/clients served, project's activities, improvements made, etc.)
- II. Please provide an overview of your **Project Outcomes**. As appropriate, provide a story, any examples of awards/recognitions, statistics or other measures that illustrate the project's impact. If your project did not achieve some of its expected outcomes, tell us why.
- III. What are the most important **Lessons Learned** from your project? If you were to do your project again, what would you change?
- IV. **Sustainability**- How do you see the outcomes of your project being sustained or replicated in the future (future community partnerships, funding, etc.)?
- V. **Acknowledgment**- Was the Community Foundation acknowledged as a funder of this grant? How?

Grantee Attachments:

Please attach 1 copy of the following:

- Detailed Financial Statement showing project revenues and expenditures and line-item accounting of expenditure of grant funds.
- One copy of any resource/publicity material produced with funding from the Athens Area Community Foundation. (e.g. brochures).
- Copies of any media coverage.
- Photographs of activities relating to the funded project. Please note that the Community Foundation uses photographs submitted by grantees in annual reports and other publications. We require a waiver to be submitted with any photograph including project participants allowing for the use of the photograph by the Foundation