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LOOKING FORWARD. GIVING BACK.

2010 Grant Application Instructions and Form

The Autauga Area Community Foundation is a public foundation which links charitable resources with community needs and opportunities. Each year, the Foundation awards grants to nonprofit projects and programs that, in the opinion of AACF's Advisory Committee, will improve the quality of life in our community.

While many factors are considered, priority is given to proposals that meet the following criteria:

- Programs that address issues identified by the 2006 "Community Counts" report (See page 3 of this form. Complete copies of the report are available online at the Foundation's website, www.cacfinfo.org, or through the Foundation's office);
- "Seed" grants to initiate promising new projects addressing underlying causes of community problems;
- Expanding programs representing innovative and efficient approaches to serving community needs and opportunities;
- Programs that maximize resources and leverage other monies;
- Projects reflecting the cooperative efforts of multiple agencies within the community;
- Programs that can demonstrate funding plans for the continuation of the project beyond initial funding by the AACF.

Maximum Grant Award - \$2,500
Average Award - \$500 to \$1,000

APPLICATION DEADLINE: Monday, March 1, 2010 - 5:00 p.m.
MAIL or DELIVER TO:
AACF, 434 N. McDonough Street, Montgomery, AL 36104

AACF will hold two grant writing workshops to explain our application process. It is recommended (although not required) that new applicants attend one of the workshops. These are intended to save you time and effort in preparing your grant application.

APPLICATION WORKSHOP DATES

Thursday, January 21st	12 noon	BankTrust 1916 Cobbs Ford Road
Wednesday, January 27th	12 noon	Prattville Area Chamber of Commerce 131 N. Court Street

Application Procedure

Three copies of your application packet should be submitted by the March 1st deadline. Each packet **must** include the AACF Grant Application Cover Sheet (attached), and a narrative which includes the following information:

1. A brief description of your organization, including its mission, the population served, and the types of services provided;
2. Explanation of need, including opportunities addressed by the program, reasons why you believe this program is necessary, and who will benefit from this program. If applicable, please include the corresponding “2006 Community Counts” indicators addressed by your project;
3. Specific objectives of the program;
4. Anticipated timetable for the project;
5. The relationship of the proposed project to other programs in the community designed to meet the same or similar needs or opportunities;
6. What other local nonprofit organizations, government agencies, residents, and/or businesses (i.e., all stakeholders) are working with you on this project;
7. Plan to evaluate the program, including expected outcomes and plans for measurement;
8. The number and qualifications of the project’s staff;
9. Detailed income and expense budget for the project;
10. A listing of other grantors to whom requests have been submitted, the amounts requested to fund this project, and the status of those requests (e.g., pending, declined, or approved); and
11. Future plans for continuation of the project, including future funding sources.

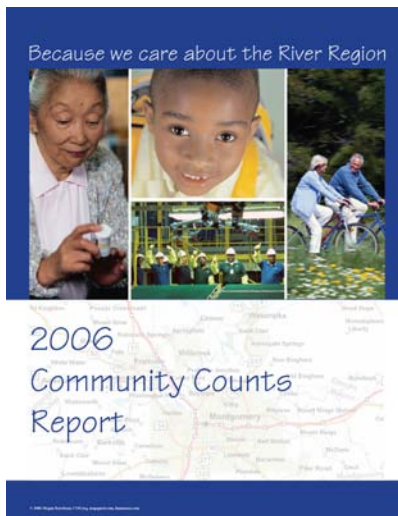
Attachments: In addition, please attach one copy of each of the following:

- Completed copy of the Core Operating Standards for Nonprofits checklist;
- The organization’s latest financial statement;
- IRS Letter of Determination for 501(c)(3) status;
- Letter of endorsement from the president of the organization’s Board of Directors; and
- Names and mailing addresses of the organization’s current Board of Directors.

Evaluations: Grant recipients will be required to complete an evaluation form, provided by the AACF, within one calendar year of receipt of funds. The AACF will not consider any future grant requests unless an evaluation form has been completed and returned.

Publicity: All grant recipients are requested to publicize receipt of funds from AACF. Grantees should provide 1 - 2 pictures from the project to be used by AACF for publicity purposes.

***Questions? Please contact Caroline Montgomery Clark,
Vice President, Community Services -- Autauga Area Community Foundation,
at 264-6223 or via email, cacfgrants@bellsouth.net.***



Community Counts is a report containing the most recent information available on more than 110 indicators that measure quality of life in the River Region. A first of its kind for our region, it is intended to be a baseline measurement to identify opportunities and challenges. On topics that range from infant mortality to education, from environmental measures to economic ones, ***Community Counts*** can help us see where we are now and where we need to focus our efforts in the future. While the individual information is pulled from public sources, ***Community Counts*** is the only comprehensive measure of its type for our area.

Measurements are provided for the five counties that comprise the River Region – Autauga, Elmore, Lowndes, Macon and Montgomery. ***Community Counts*** also provides state and national averages for each indicator where available. The data was collected and organized by the Public Affairs Research Council of Alabama (PARCA), and the particular indicators were chosen because they are reliable, repeatable, and easily available from government and other sources.

In offering this report, our hope is that grantmakers will use the data to determine funding priorities; service providers will use the information to make a case for the work they are doing or to guide their programming; and various agencies will use the data to attract grant money into the River Region.

What is an indicator? Within this report, an indicator is a number that measures a particular condition within a geographic area. These numbers help evaluate quality of life in a community. Over time, the numbers can be used

to show positive or negative trends. The numbers also provide a method for measuring against state and national benchmarks, allowing apple-to-apple comparisons to be made. The numbers make it possible to establish target goals and monitor progress towards those goals. *Community Counts* indicators help focus energy within a county or across a region on particular goals and set priorities for improvement.

It is also important to recognize the relationships among indicators. Each indicator is one piece of the overall picture. When viewed individually, an indicator provides information about a particular aspect of community life. When analyzed together, they offer insights into relationships that contribute to the overall quality of life.

Within this report, the indicators are divided into three main categories: People, Prosperity and Place. Within each category, each of the indicators is given a score of 1 to 4 where information is available. This score shows how the county compares with national, state or regional averages, with 1 as the highest score and 4 as the lowest score. ***NOTE: In all cases, the term “better” may mean either “higher” or “lower”, depending on the nature of the indicator. It is, for example better to be below the national average on infant death rate, and better to be above the national average on per capita income.***

The summary pages at the beginning of each section provide a regional (horizontally) and county-specific (vertically) look at the data. In addition, each indicator has a corresponding data page that lists the source of the information, the measurement it provides, and the reason why that measurement is important to the community.

➤ **PEOPLE**. Indicators in this section focus on our people – their health and physical well-being. The *Quality of Life* section examines household income and poverty, divorce rates, teen pregnancy statistics, aid for families, and other indicators of family well-being. Support for social services, public safety, and indicators related to human relations are also in this section. *Community Health* includes data on physical and mental health, while *Civic Engagement* examines voter participation, government structures, and private philanthropy.

➤ **PROSPERITY**. The *Economy and Jobs* indicators are those which most influence a

person's economic prospects. The section on [Labor Force, Employment, and Wages](#) contains data on the growth and participation rates of our labor force, as well as employment growth by industry. This section also includes information on average annual pay and adult educational achievement. Indicators in [Economy](#) deal with retail sales and property values, while [Transportation](#) covers public transportation, ridership, and average commute times. [Learning](#) offers indicators of student achievement and support for public education.

➤ **PLACE.** These indicators deal with our physical surroundings. [Environment](#) includes indicators on clean water and land use. [Places and Activities](#) covers arts, culture, and tourism. [Neighborhoods](#) looks at housing, home ownership, and rental housing availability.

How can *Community Counts* help our city, county or region? Grantmakers can use the key indicators to judge the overall effectiveness of their grants. The facts and figures may guide us in identifying specific areas in which we need to focus our efforts to better our communities. Revisiting these indicators in future editions of *Community Counts* will help us monitor trends. We hope to be able to demonstrate improvements to these indicators. The indicators can lead us to others who have made progress so that we can learn from their efforts and build on their successes.

Community Counts' success depends on the response from other organizations, agencies, governmental entities and individuals in focusing their efforts to make a difference. We encourage you to use *Community Counts* to better understand our region, and we ask that you share it with others. We know that together we can move these indicators in a positive way and make the River Region a better place to live.

What does *Community Counts* tell us? Throughout our presentations of this report, we were often asked for the "bottom line." While there is no easy answer, we suggest communities start by looking at the areas where they received scores of 4 (which may indicate areas where there is an opportunity for improvement or a specific need) and consider whether a concentration of effort and/or resources might create improvement.

In the 2006 report, Autauga County received 4's in the following indicators:

PEOPLE

- Domestic Abuse Cases
- Local Support for Public Health
- Local Support for Libraries
- % Women-Owned Businesses
- % Black-Owned Businesses
- Ethnic Diversity in Census Tracts
- Diversity of Governing Bodies
- Alcohol & Drug Specific Death Rate
- Physicians per 1000 Population
- Hospital Beds per 1000 Population
- Community Mental Health Services per 1000
- Community Mental Retardation Services per 1000
- Local Support for United Way

PROSPERITY

- Employment Growth- Manufacturing
- Employment Growth - Construction
- Employment Growth - Transportation and Warehousing
- Employment Growth - Wholesale Trade
- Employment - Retail Trade
- Average Annual Pay
- % of Workforce Outside County of Residence
- Employment as a % of Resident Workforce
- Increase in Retail Sales Per Capita
- Public Transportation Ridership

LEARNING

- ARMT 4th Grade Reading Scores
- AP Participation Rate
- Public School Expenditures per Student
- Local Support for Public Schools (\$ per student)
- Local Support for Public Schools (mills of property tax)

PLACE

- % of Municipalities with a Plan and/or Zoning Ordinance
- Travel Expenditures per Capita
- Travel Earnings per Capita
- Housing Affordability

AUTAUGA AREA COMMUNITY FOUNDATION, INC.

2010 GRANT PROPOSAL SUMMARY SHEET

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Telephone: _____

Amount Requested: _____ Fax: _____

Has your organization requested funding from AACF before? YES NO

Has your organization received funding within the past three years? YES NO

If you have received funding, in what amount(s) and for what purpose? _____

Within the space below, please provide a brief description of the project for which you are currently applying:

CORE OPERATING STANDARDS FOR NONPROFITS CHECKLIST

The Autauga Area Community Foundation endorses the following standards for all nonprofit organizations. Please review the standards and indicate those which apply to your organization.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	DOCUMENTATION OF NONPROFIT STATUS. Does your organization have its 501(c)3 letter of determination from the Internal Revenue Service?
		ORGANIZATIONAL ETHICS:
<input type="checkbox"/>	<input type="checkbox"/>	Have all staff, board members, and volunteers of the organization agreed to act with honesty, integrity, and openness in their dealings with representatives of the organization?
<input type="checkbox"/>	<input type="checkbox"/>	Does the organization promote a work environment that values respect, fairness, and integrity?
		BOARD OF DIRECTORS
<input type="checkbox"/>	<input type="checkbox"/>	Does the organization function autonomously under a local, voluntary governing board of directors of at least three voting members who are responsible for its administration and policies?
<input type="checkbox"/>	<input type="checkbox"/>	Does the board ensure the organization complies with appropriate accounting practices, as well as local, state, and federal laws?
<input type="checkbox"/>	<input type="checkbox"/>	Is the board composition diverse?
<input type="checkbox"/>	<input type="checkbox"/>	Does the board include employees of the organization or relatives of employees?
<input type="checkbox"/>	<input type="checkbox"/>	Has the board determined the mission and vision of the agency in pursuit of public good?
<input type="checkbox"/>	<input type="checkbox"/>	Does the board meet a minimum of four times a year and keep recorded minutes of actions that are approved by the board?
<input type="checkbox"/>	<input type="checkbox"/>	Does the board approve an annual operating budget?
<input type="checkbox"/>	<input type="checkbox"/>	Does the board receive, at minimum, quarterly financial statements?
<input type="checkbox"/>	<input type="checkbox"/>	Are board members willing to invest their time, talents, and financial resources in advancement of the agency's mission?
		EXECUTIVE DIRECTOR
<input type="checkbox"/>	<input type="checkbox"/>	Does the Executive Director have a clear understanding of the mission?
<input type="checkbox"/>	<input type="checkbox"/>	Does the Executive Director have both the passion and ability to carry out the organization's goals?
<input type="checkbox"/>	<input type="checkbox"/>	Can the Executive Director articulate to others realistic goals and plans for the organization?
<input type="checkbox"/>	<input type="checkbox"/>	Does the board annually review the Executive Director's performance based on a written job description?
<input type="checkbox"/>	<input type="checkbox"/>	Is the Executive Director's salary set and approved by the board?
		OPERATIONAL MANAGEMENT
<input type="checkbox"/>	<input type="checkbox"/>	Does the organization operate from an annual budget that is realistic, with detailed expenses and revenue sources?
<input type="checkbox"/>	<input type="checkbox"/>	Does the organization use a system for financial reporting and review?
<input type="checkbox"/>	<input type="checkbox"/>	Does the organization apply adequate, appropriate accounting and control functions?
<input type="checkbox"/>	<input type="checkbox"/>	Does the organization implement service delivery plans?
<input type="checkbox"/>	<input type="checkbox"/>	Does the organization have adequate personnel/volunteers to deliver programs, activities, and services?
<input type="checkbox"/>	<input type="checkbox"/>	Does the organization utilize a standardized system to report service numbers?
		FUND DEVELOPMENT
<input type="checkbox"/>	<input type="checkbox"/>	Does the organization's management understand sources of revenue for nonprofit agencies?
<input type="checkbox"/>	<input type="checkbox"/>	Does the organization have a preliminary plan to raise funds for the organization from a variety of sources?
<input type="checkbox"/>	<input type="checkbox"/>	Does the organization have a board that is willing and able to raise funds?
<input type="checkbox"/>	<input type="checkbox"/>	Does the organization have a preliminary plan to sustain the organization and build its future?

Board Chairman: _____

Exec. Director: _____