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*Looking Forward. Giving Back.*

## **2008 Community Trust Grant Application Instructions and Form**

The Central Alabama Community Foundation makes grants that will improve the quality of life in the Central Alabama region. Grants are awarded annually by the Board of Directors to nonprofit agencies and programs that meet community needs and address community problems and opportunities.

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.cacinfo.org](http://www.cacinfo.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 CACF.

Grants are not awarded to:

- Individuals, Government Agencies, Fundraising Events, Capital Campaigns

Geographic Area. CACF grants serve Montgomery, Macon and Lowndes Counties.

Affiliated Funds. Grants are available in Elmore County through the Elmore County Community Foundation and in Autauga County through the Autauga Area Community Foundation. For more information call 264-6223.

**Maximum Grant Award - \$25,000; Average Award - \$5,000**

**APPLICATION DEADLINE: Friday, September 5, 2008 - 5:00 p.m.**  
**MAIL or DELIVER TO: 434 North McDonough, Montgomery, AL 36104**

**FAXED COPIES ARE NOT ACCEPTED!**

### **CACF GRANTS WORKSHOP DATES**

Wednesday, July 16	12 noon	Montgomery Co. Health Department -- Auditorium, 3060 Mobile Highway
Thursday, July 17	9 a.m.	CACF Offices, 434 N. McDonough Street
Tuesday, July 22	5 p.m.	E. L. Lowder Library, 2950 Bell Road
Wednesday, July 23	12 noon	CACF Offices, 434 N. McDonough Street

## **APPLICATION PROCEDURE**

**Three** copies (an original and two copies) of your application packet should be submitted by the **September 5<sup>th</sup> deadline**. **No faxed copies of the application and its attachments will be accepted**. Each packet **must** include the CACF 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 CACF, within one calendar year of receipt of funds. The CACF 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 CACF. Grantees should provide 1 - 2 pictures from the project to be used by CACF for publicity purposes.

***Questions? Please contact Caroline Montgomery Clark,  
Program Officer, Central Alabama Community Foundation,  
at 264-6223 or via email, [cacfgiants@bellsouth.net](mailto:cacfgiants@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, Montgomery County received 4's in the following indicators:

### PEOPLE

- Juvenile Court Case Rate
- Birth Rate for Teens
- Birth Rate for Unmarried Women
- WIC Participation
- Food Stamp Participation
- Enrollment in AllKids
- Total Reported Crime
- Total Reported Violent Crime
- HIV/AIDS incidence rate
- Alcohol- & Drug-Specific Death Rate
- Death Rate from Homicide
- Obesity Rate
- Community Mental Health Services per 1000
- Mental Institution Admission Rate

### PROSPERITY

- Employment Growth – Transportation & Warehousing
- Employment Growth – Finance & Insurance
- Employment Growth – Accommodation & Food Service
- Employment Growth – Health Care & Social Assistance
- Employment Growth – Retail Trade
- Increase in Property Value
- Increase in Retail Sales Per Capita

### LEARNING

- ARMT -- 4<sup>th</sup> Grade Math – all students
- ARMT -- 8<sup>th</sup> Grade Reading – all students
- ARMT -- 8<sup>th</sup> Grade Math – all students
- ARMT -- 8<sup>th</sup> Grade Math – black students
- ARMT -- 8<sup>th</sup> Grade Reading – poor students
- ARMT -- 8<sup>th</sup> Grade Math – poor students
- Advanced Placement Participation Rate
- Public School Expenditures per student
- School Disciplinary Rates
- Local Support for Public Schools (\$/student)

### PLACE

- % of stream miles not compliant with State standards
- % of Population Living in Urban v. Rural areas

- % Change in Farmland Acreage
- Travel Earnings per Capita

# **CENTRAL ALABAMA COMMUNITY FOUNDATION, INC.**

## **COMMUNITY TRUST GRANT PROPOSAL SUMMARY**

*This cover sheet must be attached to each copy of your application. Be sure to include the summary of your project in the space provided below.*

**Name of Organization:** \_\_\_\_\_

**Executive Director:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact Person (if different from Exec. Director):** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_ **Total Project Budget:** \_\_\_\_\_

**Has your organization previously requested funding from CACF?**       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?** \_\_\_\_\_

\_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Website Address:** \_\_\_\_\_

*Brief summary of the project for which you are applying. Please be specific in summarizing who, what, why and how in the space provided below:*

## **CORE OPERATING STANDARDS FOR NONPROFITS -- CHECKLIST**

The Central Alabama 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"/>	<b>DOCUMENTATION OF NONPROFIT STATUS.</b> Does your organization have its 501(c)3 letter of determination from the Internal Revenue Service?
<b>ORGANIZATIONAL ETHICS:</b>		
<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?
<b>BOARD OF DIRECTORS</b>		
<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?
<b>PRESIDENT</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Does the President have a clear understanding of the mission?
<input type="checkbox"/>	<input type="checkbox"/>	Does the President have both the passion and ability to carry out the organization's goals?
<input type="checkbox"/>	<input type="checkbox"/>	Can the President articulate to others realistic goals and plans for the organization?
<input type="checkbox"/>	<input type="checkbox"/>	Does the board annually review the President's performance based on a written job description?
<input type="checkbox"/>	<input type="checkbox"/>	Is the President's salary set and approved by the board?
<b>OPERATIONAL MANAGEMENT</b>		
<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?
<b>FUND DEVELOPMENT</b>		
<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?

\_\_\_\_\_  
Signature of Program's President

\_\_\_\_\_  
Signature of Chairman, Program's Board of Directors