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*Looking Forward. Giving Back.*

## 2008 TECHNICAL ASSISTANCE GRANT APPLICATION

*Technical Assistance Grants are offered to strengthen the infrastructure of nonprofit organizations in our community. Programs and agencies are invited to submit up to 2 applications requesting assistance for activities that allow them to operate more effectively or efficiently. These grants are another way CACF is investing in organizations that provide services to so many people in our area.*

### Contact Information

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

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

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

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

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

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

**Board Chairman:** \_\_\_\_\_

**Area of Need:**  Strategic Planning     Organizational/Board Infrastructure     Technology/Website Development  
*(Choose Only One Area!)*     Staff Development     Fund Development     Marketing/Public Relations

### Technical Assistance Requested

*Please describe the issue your organization is facing and the kind of assistance you need to address the issue. (Please confine answer to space below.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Is there a specific service provider that your organization would like to use? If so, please specify.*

\_\_\_\_\_

- Have you been quoted a price for these services?    ♦ Yes    ♦ No
- What is that price? \_\_\_\_\_
- What amount are you requesting from CACF through this grant?    \$ \_\_\_\_\_

### Organizational Information

- Provide a brief organizational history, including a mission statement.
- Describe the services your organization provides and the population it serves.
- List governing board with their community and professional affiliations and addresses.

### Attachments

- Most recent audited financial statement.
- IRS ruling letter indicating the organization is tax-exempt as a 501c(3) and not classified as a private foundation under IRS Code Section 509(a). Please confirm that these rulings remain in effect.

**Application Deadline – August 31, 2008**

## **TIME-SAVING TIPS:**

These grants are available to organizations providing services within Montgomery, Lowndes, and Macon counties. NOTE: *Organizations may apply for up to 2 different Technical Assistance grants, but separate applications must be submitted for each.*

The Central Alabama Community Foundation intended to make applying for technical assistance through us a painless process. We understand the constraints of time and staff, so we intentionally designed the application to provide the information we need while at the same time saving you time and manpower. Other than the application form above, we ask for a little information about your organization (and this can be provided through an existing brochure), its finances, and proof of its nonprofit status. Do not feel that we are expecting an elaborate grant proposal. We just want to know what kind of help you need, how it will improve the services you are able to provide, whether you have a preference of a specific service provider, and what type of estimates (if any) you have for the services to be provided. Based on our experience and that of our prior grantees, the Foundation maintains a listing of service providers and would like to assist you in selecting a provider who can help your organization accomplish its goals.

The Foundation offers the opportunity to apply for funding for technical assistance in the following areas:

- Strategic Planning: Is your organization trying to set long-range goals, determine the future of the organization, evaluate ongoing needs for its services, or figure out how to increase organizational or staff capacity? Priority is given to assisting organizations develop a plan to guide their work.
- Organizational/Board Infrastructure: Does your nonprofit need training for its Board of Directors, assistance in determining program outcomes, better definition of the roles and responsibilities of staff and board members?
- Technology/Website Development: Are you looking to develop a website, get all of your staff using the same software, establish an equipment replacement schedule?
- Staff Development: Are there specific training opportunities that would assist your staff in doing their jobs more effectively? Priority may be given to training needs resulting from changes in legislation or staff.
- Fund Development: Are you trying to determine an appropriate financial goal, establish a plan to secure the funds your organization needs to maintain basic operations, set and attain goals for specific projects, or build an endowment?
- Marketing/Public Relations: Does the public understand what your organization does? How do you spread the word about your work, the impact you have, and the needs of your organization?

While we accept applications that do not neatly fit into these categories, it is to your advantage to clearly make the case for your organization's needs and the changes you anticipate as a result of the requested technical assistance.

***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).***