

atlanta civic site



2018 Community Investment Fund

Overview

The Annie E. Casey Foundation's Atlanta Civic Site team is pleased to release the grant application for the 2018 Community Investment Fund. The Community Investment Fund (CIF) is a grant opportunity open to resident-led projects in Adair Park, Mechanicsville, Peoplestown, Pittsburgh, Summerhill and Capitol Gateway, known collectively as NPU-V. The primary objectives of these grants are to:

- support volunteers and grassroots organizations taking ownership in improving their communities;
- foster relationships by encouraging diverse community partnerships to work toward common goals;
- build capacity within the community through training and leadership development; and
- support and track at least one measureable neighborhood improvement from each grantee, with the understanding that incremental improvements lead to broader community impact.

Awards range from \$500–\$5,000 annually. **The deadline for submissions is 5 p.m. Monday, March 19, 2018. No exceptions.**

Funding Priorities

Funding priorities fall within three categories, which align with the Atlanta Civic Site team's broader strategies: Neighborhood Transformation, Education Achievement and Family Economic Success. Definitions of these categories are as follows:

- *Education Achievement* - NPU-V families have access to quality, affordable birth to 12th grade educational opportunities that will support their development and position them as life-long learners.
- *Family Economic Success* - NPU-V residents acquire post-secondary credentials, access quality financial services, are employed in well-paying jobs and connect to opportunities to build assets.
- *Neighborhood Transformation* - NPU-V neighborhoods are safe and have strong locally owned businesses, a sustainable mix of housing that is high quality and affordable and resident networks that improve the community.

Eligibility

- Building on the strengths and assets already existing in the community.
- Applicants do not need to have tax exempt status such as 501(c)(3), but if they do not have tax exempt status, they must have a fiscal agent who does. Applicants must provide a letter from fiscal agents indicating their willingness to serve in that capacity and describing the roles and responsibilities of the relationship. They also

must provide the fiscal agent's IRS tax exemption letter. The Foundation will issue awarded grant checks to the tax-exempt organization, which must have a business bank (and indicate possession of one).

- Showing the capacity to complete activities funded by the Foundation by December 2018.

Projects will receive additional consideration if they, in addition to the above, support the following priorities of the 2018 CIF Board:

- involve more than one community;
- include community remembrance;
- address equity and/or equality (through convening/discussion);
- include a policy and advocacy component (affordable housing, mental health, city budget & social justice);
- include human services (mental health, addiction, homelessness, access to services etc.); and
- support education and engagement for children and youth.

Preferred attributes include:

- demonstrating broad community support and engagement;
- addressing significant community issues and having clear benefits for the entire neighborhood;
- having a plan for sustaining the project beyond the initial Foundation investment; and
- providing a reasonable budget that does not include compensation for time.

Ineligible projects/organizations include:

- for-profit businesses and/or government/public agencies;
- nonprofits that have more than three full-time paid staff members and an annual operating budget of more than \$150,000;
- projects that only benefit an individual or household rather than the broader community;
- lobbying or strictly religious programming;
- organizations that have a CIF Board member serving in the role of senior staff, key consultant or Board member; and
- nonprofits or community-based organizations that do not demonstrate active leadership by NPU-V residents.

Note: AECF has a separate neighborhood event sponsorship fund (up to \$400) for one time events, please contact Kristina Sales at ksales@aecf.org for the application.

Grantee Requirements

Selected grantees must:

- attend the grantee orientation to receive the first distribution of funds;
- submit midterm and final reports with itemized receipts (Grantees who do not submit the midterm report and itemized receipts will not receive the second half of their grant award. Grantees who do not submit reports will not be eligible for consideration in future rounds of the Community Investment Fund);
- schedule and invite their assigned CIF Advisory Board member to visit their project; and
- participate in related events throughout 2018.

How to Apply

In addition to submitting a completed application with all requested information, your submission should include a clear budget with a request of no more than \$5,000. Completed applications should be submitted to Kristina Sales at ksales@aecf.org by **5 p.m. Monday, March 19, 2018**. While email is preferred, applications may be submitted by mail or in person at this address:

The Annie E. Casey Foundation, Atlanta Civic Site
Dunbar Neighborhood Center
477 Windsor Street, SW
Suite 304
Atlanta, GA 30312
ATTENTION: Community Investment Fund Application

Available Support

We will host grant-writing and technical assistance workshops for applicant questions and support. **You are encouraged to attend the grant writing session below. Applicants who attend this session will receive additional consideration.** You may also participate in the technical assistance session below, if needed. To maximize the technical assistance session, please bring a copy of your draft application. Computers will be available, so please feel free to bring a flash drive loaded with your application or email the file to yourself.

Grant Writing Training Session (Group)

Saturday, March 3, 11:00 –1:00 p.m.

**Dunbar Recreation Center Conference Room
477 Windsor Street SW Suite 302 (3rd Floor)
Atlanta, GA 30312**

Technical Assistance Session (Individual)

Thursday, March 15, 6:00 – 7:30 pm

**Barack and Michelle Obama Academy
Computer Lab
970 Martin St SE, Atlanta, GA 30315**

Please call Paola Ayala at 678.686.0145 to RSVP (walk-ins also welcome!).

Questions

If you have questions, please contact Kristina Sales at 678.686.0145 or the Community Investment Fund Advisory Board members:

Amber Bell
Jacarream Bradford
Shannon Holloman
Alicia DeCriscio
Rahkia Williams
Richard Harris
Margaret Hooker

Tamara Mason
Russell McCray
June Shepherd
Brandi Oates
LaKeta Whittaker

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Section I: Applicant Profile

Organization/Group Name:	
Project Title:	
Primary Contact Name:	
Phone:	Email:
Mailing Address:	
City:	Zip:
Describe whether primary contact lives or works in Neighborhood Planning Unit V (NPU-V) and which neighborhood:	
Secondary Contact Name:	
Phone:	Email:
Mailing Address:	
City:	Zip:
Describe whether live or work in NPU-V and which neighborhood:	
Neighborhood(s) Involved in Project:	
Date Group/Organization Formed:	
Website (if available):	

Section II: Group Contacts and Financial Information

Please provide contact information for each additional member of the project team, beyond those listed above. The team should consist of at least three unrelated applicants. Team members must be residents of, or work in, the community that the project intends to serve. At least one member must be older than 18.

Name and Role With This Project	Complete Address	Email/Phone

Your group must have an Internal Revenue Service nonprofit tax exemption letter or an agreement with a nonprofit tax exempt organization to receive funds on your behalf (fiscal agent). **PLEASE NOTE: An agreement with a fiscal agent organization should be established prior to submitting an application and a letter of agreement provided.** If you are using a fiscal agent, the agreement letter with your fiscal agent should specify the roles and responsibilities of each party. If you are using a fiscal agent, we prefer that agent be located within NPU-V.

Tax Exemption Letter Attached

Fiscal Agent Agreement Letter Attached

Fiscal Agent Contact Information (if applicable):
Fiscal Agent Agreement date (if applicable):
Individuals with access to project funds:

Does your group have any experience with managing funds (together or separately) or, if you have a fiscal agent, do you have experience working with that fiscal agent previously?

Yes No

Please discuss your response:

Section III: Request

1. Please describe your group. How long have you worked together and what are your group's goals and mission? How are NPU-V residents involved with your group?

2. Which Annie E. Casey Foundation focus area does your group's project address (check all that apply)?

Neighborhood Transformation Education Achievement Family Economic Success

3. Describe your group's project. Indicate whether this project is part of a larger strategy, for example, did it come out of a community planning process? If it involves physical improvements, provide the address and submit photos (please insert photos below or attach them to your application).

4. Please list the scope of work for this project. This should describe the tasks that you will need to complete to accomplish the project goals and when you anticipate completing each activity.

Activity	Date
<i>Example: Distribute fliers for community cleanup</i>	<i>July 2016</i>

5. If your project involves serving children, please describe steps you are taking to ensure the safety of the children and obtain permission from their parents.

6. How will you raise awareness of the project and ensure that neighborhood residents are involved?

7. Is this a new project or part of an ongoing initiative? If ongoing, please describe your accomplishments thus far.

8. What are your goals for the project? What are the performance measures (numerical measure)? How will you know that you have been successful?

GOAL	Performance Measure
<i>Example: Pick up trash from an abandoned lot</i>	<i>XX bags collected</i>

9. Once you have accomplished the goals described above, what difference do you think it will make for the community? Provide a narrative describing the anticipated results for the community.

10. How will your group sustain the project after the grant is complete?

11. Have you received a CIF grant previously? If so, what were your major accomplishments?

12. Please feel free to attach a letter of support that you think might be helpful to your application. If the project will be operated at a site that is not under the control of your group, please attach a support letter from that site.

Section IV: Budget

Group/Organization's Annual Operating Budget (OK to answer '0'):

Amount Requested:

Please complete the budget table for the total cost of the request. Examples of allowable grant expenses include meeting expenses, food, equipment/space rental, professional services (*be specific about what the services are and who will provide them*), fiscal agent fee (*no more than 10 percent of ask*), copying, marketing/advertising, materials or other direct expenses. Stipends, salaries or other compensation for time of project team members are not allowable expenses. Please note that the amount requested column must total the amount requested above.

Item	Total Cost	Amount Requested	Narrative Description (Purpose, timing, in-kind, etc.)
TOTAL			

Has this project received funding from other sources? If so, please indicate source and amount.

SOURCE	AMOUNT
TOTAL	

Section V: Acknowledgment

Two signatures are required.

To the best of my knowledge, the information given in this application is accurate and complete. By authorizing this application, we attest to the accuracy of this data and agree to the responsibility of managing this project if the grant is awarded.

Signature:	Title:	Date:
Signature:	Title:	Date:

Applications are due by 5 p.m. Monday, March 19th, 2018. Please send completed applications to Kristina Sales at ksales@aecf.org (email preferred) or to:

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 477 Windsor Street, SW
 Suite 304
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For questions or additional information, please call 678.686.0145. Thank you for your interest!

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