

# Appalachian Community Fund

## LGBTQ Fund Application Instructions

### APPLICATION DEADLINE: No Deadline

However, please allow at least two months to process the request.



Please read the instructions below carefully before you begin.

### PURPOSE

The LGBTQ Fund (Lesbian, Gay, Bisexual, Transgender, Questioning) was established in 2006 to develop and strengthen resources for LGBTQ organizing efforts in Central Appalachian communities. This Initiative is designed to support LGBTQ organizational building, strengthening Gay and Lesbian Community institutional resources, and capacity building for LGBTQ organizing efforts.

ACF also seeks applications from **new and emerging** organizations, work with LGBTQ youth, and networking efforts to connect LGBTQ work throughout Central Appalachia.

### APPLICATION PROCESS

Download a copy of the LGBTQ Fund application at: <http://www.appalachiancommunityfund.org/lgbtq-fund/>

You may complete your application electronically in Microsoft Word or converted to a PDF. You may also print it and complete it by typewriter. When submitting your application electronically, please include “**LGBTQ Request**” in the subject line. For those mailing your application, please send the original and five copies of the completed application form.

We will acknowledge receipt of your application. Final reports from previous ACF grants must be submitted before any future grants are accepted and monies are released.

Proposals are reviewed by a panel and rated according to the criteria. You will receive notification via email or mail, depending on how you submitted your proposal, within two months.

### ELIGIBILITY

Organizations must have a 501(c)3 tax exempt status, or a 501(c)3 fiscal sponsor, in order to receive ACF funding. The organization or project must be in the Appalachian counties of Tennessee, Kentucky, Virginia, or West Virginia. See our website for a list of those counties. <http://appalachiancommunityfund.org/html/wherewefund.html>

**ACF Does Not Fund** profit-making organizations, electoral lobbying for initiatives or public office, individual efforts, major capital projects, or social services organizations unless they demonstrate some analysis and strategies to challenge the systems that led to the problem.

### CRITERIA FOR FUNDING

Successful applicants for all of ACF's grant programs and initiatives must meet these basic guidelines:

- Work must take place in Central Appalachian counties
- Be community-led, community-driven and community-based
- Address change at a systemic level, instead of or in addition to one person at a time
- Demonstrate some understanding of forms of oppression, especially racism
- Demonstrate that [social change](#) is a part of their work or project

ACF **defines social change** as the movement of people toward the establishment of environmental, economic, racial and social justice and the re-distribution of wealth, power and resources through the methods listed above. The organization or project must show evidence of working for social change through one or more of the following:

- Organizing and action led by people working to control their own lives.
- Educating communities about the root causes of oppression and injustice.

- Eliminating barriers to full participation in society (i.e. racism, sexism, classism, homophobia, transphobia, ageism, able-ism, and exclusion from decision-making processes).
- Focusing on efforts to change cultural, social, political, and economic systems and institutions that accommodate and perpetuate social injustice.
- Creating and modeling democratic cultural, social, political and economic systems.
- Connecting local issues with national and global concerns.
- Networking, collaborating, and cooperating with other change agents working toward similar goals.

Additionally, proposals will be evaluated on:

- An understanding and analysis of structural racism and other types of oppression and efforts to address them.
- A clear strategy aimed at an equitable distribution of power and wealth.
- Strong local community leadership representative of and accountable to the organization’s constituency.
- Efforts to build new leadership from the community served.
- A commitment to building the organization and involving people who are new to social justice movements.
- The organizational capacity to plan and implement work and to raise and manage funds.
- A plan or project with specific goals.

ACF gives special consideration to grassroots organizations with budgets less than \$200,000 that have limited access to traditional funding sources. ACF also examines how long a group has received continuous funding from ACF.

### **GRANT AMOUNT**

The maximum LGBTQ Fund grant is \$2,000. The grant is to be used within one calendar year of receipt. A report on how grant funds were used is required at the end of that year.

### **PROPOSAL PACKAGE CHECKLIST**

Your application will be disqualified if it is incomplete or otherwise does not meet these guidelines. Please review carefully before submitting your application.

- Application Form, which includes budget information, board, and staff information and proposal narrative.
- 501(c) 3 letter OR a letter from your fiscal sponsor stating their willingness to be your agent with a copy of their IRS letter.
- Your most recent audit, *if you have one*. If you have never had an audit, instead include a statement to that effect.

Optional information:

- Your newsletter or other supporting material. Do not send more than one copy of each and send no more than five items total.

### **DEADLINE AND DELIVERY INSTRUCTIONS**

There is no application deadline, however, please allow at least two months to process the request.

Email:	Email your complete application to <a href="mailto:info@appalachiancommunityfund.org">info@appalachiancommunityfund.org</a> , attaching each document labeled with your organization’s name plus an additional identifier, for example, “Mountain Climbers 501(c) 3” The narrative must be completed on the form in the space provided in a Word document or PDF file. When submitting your application electronically, please include “ <b>LGBTQ Request</b> ” in the subject line.
Mailing Address:	1405 East Magnolia Avenue, Knoxville, TN 37917
Hand Delivery:	Our office hours are 9 a.m. to 5 p.m. weekdays.

**For more information, please contact ACF at 865-523-5783 or visit the *Grant Opportunities* section of the website: [www.appalachiancommunityfund.org](http://www.appalachiancommunityfund.org)**