

Appalachian Community Fund Technical Assistance Application Instructions

APPLICATION DEADLINE: No Deadline

However, please allow at least three weeks to process the request.



Please read the instructions below carefully before you begin.

PURPOSE

The Appalachian Community Fund's Technical Assistance Program is designed to help build strong organizations. These are small grants for specific technical assistance needs identified by the organization. By helping staff, board, and members hone their skills, ACF believes an organization's work will be stronger and more effective.

Technical Assistance grants are designed to build organizational capacity and to help train board and/or staff in organization building skills such as, but not limited to:

- Leadership development
- Fundraising; planned giving;
- Board responsibilities and roles
- Long range planning
- Financial management/planning
- Legal issues, e.g., non-profit incorporation
- Community organizing
- Informing community/media about work
- Training fees, materials, and travel

APPLICATION PROCESS

Download a copy of the technical assistance application at: <http://www.appalachiancommunityfund.org/grant-opportunities/>

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 “**Technical Assistance Request**” in the subject line.

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 and rated according to the criteria. You will receive notification via email or mail, depending on how you submitted your proposal, within 3 weeks.

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://www.appalachiancommunityfund.org/where-we-fund/>

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 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.**

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, 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.

GRANT AMOUNT

The maximum Technical Assistance grant is \$800. 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 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.

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 three weeks to process the request.

Email:	Email your complete application to grants@appalachiancommunityfund.org , 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 “ Technical Assistance Request ” in the subject line. Do not email proposals directly to staff.
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Mailing Address:	1405 E Magnolia Avenue, Knoxville, TN 37917
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Hand Delivery:	Our office hours are 9 a.m. to 5 p.m. weekdays.
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For more information, please contact ACF at 865-523-5783 or visit the *Seeking a Grant* section of the website: www.appalachiancommunityfund.org