

Appalachian Community Fund General Fund Grant Guidelines



PROPOSAL DEADLINE: April 30, 2019 at 5:00 PM EDT

The Appalachian Community Fund is accepting grant applications for grassroots social change and social justice work in Central Appalachia! General Fund grants up to \$5,000 will be awarded to grassroots organizations in the Appalachian counties of KY, TN, VA, and WV that are addressing the underlying causes of poverty and oppression in the region. 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.

About the Appalachian Community Fund

ACF is a publicly supported, non-profit grantmaking organization that provides resources and support to grassroots organizations working to overcome the underlying causes of poverty and injustice in Central Appalachia (East Tennessee, Eastern Kentucky, Southwest Virginia and West Virginia).

ACF awards grants to community-based organizations working for social, economic, racial and environmental justice. We support communities with little or no access to other financial resources and grassroots groups which are often too small, too new, or working on issues that are too controversial for traditional funding sources. ACF also funds long-term strategic efforts to address the long-term problems of Central Appalachia.

Since 1987, ACF has granted over \$6.5 million dollars to more than 300 grassroots organizations working on social change in Central Appalachia. Many of those grants were for general operating support, as well as special projects, and over \$100,000 of that funding was for technical assistance.

CURRENT DEADLINES

April 30, 2019 5:00 PM EDT	Proposals Due
Mid-June	Notification of Results
June 30, 2019	Signed Grant Agreements Due
July 1, 2019- June 30, 2020	Funding Period

DELIVERY INSTRUCTIONS

All proposals must be received no later than the due date. Late submissions will not be accepted.

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 Coversheet", "Mountain Climbers Narrative", "Mountain Climbers 501(c) 3"
Mailing Address:	1405 E Magnolia Avenue Knoxville, TN 37917 (ACF does not accept applications via fax.)
Hand Delivery:	Our office hours are 9 a.m. to 5 p.m. weekdays.

The coversheet, budget and staff and board information must be completed on the form in the space provided. The proposal narrative may be in a Word document or PDF file. You may also print them and complete them by typewriter. Do not email proposals directly to staff.

Download a copy of the guidelines and application instructions at:
<http://www.appalachiancommunityfund.org/the-general-fund/>

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.**

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.

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'S DEFINITION OF SOCIAL CHANGE

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.



PROPOSAL CONTENT

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

Coversheet and Budget You can download [here](#).

Proposal Narrative

Your proposal narrative must be no more than four pages; additional pages will not be reviewed. Attach a Word Document or PDF file answering the following questions. Please include numbers and questions with each section.

1. Briefly describe your organization's mission and recent achievements and challenges.
2. Please explain how your work or project fits into ACF's definition of social change.
3. Describe the most pressing issues or problems that the community your organization serves is facing that your work will address. Please include statistics if you have them.
4. Describe the organization's core constituency -- being specific about race, gender, income level, ethnicity, age, sexual orientation, gender identity, and ability -- how they are involved in the leadership of your organization, and how you support leadership development. Include how your group's leadership is selected and how the organization is accountable to the community and constituency.
5. Please list your goals for the next year or for your project. (What are you trying to accomplish, both within your organization and in Central Appalachia?) Please be specific and include measurable outcomes (e.g. number of members recruited, number of leaders developed, specific institutional change -- whatever is appropriate for your work).
6. What will be your implementation strategies and activities in the next year? (What do you plan to do during the grant period?) You may include a timeline of projected activities.
7. How will you know if you are successful in meeting your goals? (How do you evaluate your work?)
8. How do you ensure the long-term sustainability of your organization and your work? (Describe your fundraising plan.)
9. The board of the Appalachian Community Fund values anti-racism and believes it must be a component of social change work, no matter what issue you work on or what community you are in. Please tell us how your organization incorporates anti-racism values and vision within your organization. What is your organization doing to put its anti-racism values into practice? How does your organization define diversity? How does your group address issues of race, age, class, gender, sexual orientation, gender identity, and disability?
10. Organizational structure and process. Briefly describe how your organization works. Who decides what kind of work the organization will do? How are decisions made? How is the organization structured, what is the decision-making process, and what are the responsibilities of board, staff and volunteers?
11. Movement building and social change. How does the organization see its work as part of a larger movement for social change? Describe the most important coalitions, collaborations or networks that you participate in as part of social change work. Include why the organization is active in these collaborations and your organization's role.

Additional Attachments

- 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.

REVIEW CRITERIA	Weight
Proposals will be reviewed and discussed by the board of directors, rated according to our criteria and telephone and/or face-to-face interviews with applicants. Here is an outline of the criteria and questions that reviewers will use to guide their evaluation of each application. Weights are also provided.	
Overall Strength of the Application	35%
<ul style="list-style-type: none"> • How well did the applicant describe what they are requesting support for? • Is there a clear case for how the funds will support the project or their organization? • Can the organization do what it is proposing? • Is there organizational capacity to plan and implement work and to raise and manage funds? • Is there a plan or project with specific goals? Are the goals and objections feasible? • Is there a plan to reach the goals? • Is the organization doing what it says it does? 	
Social Change Alignment	25%
<ul style="list-style-type: none"> • How strong is the relationship of the request to ACF's definition of social change? • Does the project/organization demonstrate that social change is a part of their work or project? • Does it seek to change systems and institutions that create, accommodate, or perpetuate social justice? • Does it seek to model democracy? • Does it seek to eliminate barriers to full participation? • Is it led by the people? • Is there a clear strategy aimed at an equitable distribution of power and wealth? 	
Undoing Racism and/or Other Oppressions Alignment	15%
<ul style="list-style-type: none"> • Does the applicant's past or present work demonstrate some understanding of forms of oppression, especially racism? • Does the applicant have an understanding and analysis of structural racism and other types of oppression and efforts to address them? • Does it educate regarding the root causes of oppression and injustice? 	
Community Involvement	15%
<ul style="list-style-type: none"> • Does the proposal demonstrate being community-led, community-driven and community-based? • Do they network and collaborate with other agencies who share similar goals? • Is there evidence of strong local community leadership representative of and accountable to the organization's constituency? • Are there efforts to build new leadership from the community served? • Is there a commitment to building the organization and involving people who are new to social justice movements? 	
Budget	10%
<ul style="list-style-type: none"> • Is the budget accurate and consistent with the request? • Did the applicant make clear how funds would be used? • Do the plans/budgets seem feasible? • Does the budget make sense regarding the organization's size and scope of work? • Are other funding sources identified? • Are the financial statements and budget reports in order? • 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. 	

For more information, please contact ACF at 865-523-5783 or visit the *Grants* section of the website: www.appalachiancommunityfund.org