



NEIGHBORHOOD FUND INSTRUCTIONS FOR COMPLETING THE GRANT APPLICATION

The Community Foundation for Greater Atlanta provides instructions to help applicants understand and accurately complete all sections of the Neighborhood Fund application.

Completing the Grant Application

- **Saving the Form:** Before beginning to fill out the form, be sure to download and save the form to your computer. Please include your organization's name in the file name.
- **Navigating the Form:** With your mouse, left click the grey boxes to activate the drop-down menus or to type in your answers.
- **Format Rules:** Allow the text to wrap automatically within the box. Do not use the Enter key to change lines or use bullets in text boxes. Do not recreate or alter the application form.
- **Character Counts:** All character counts include spaces as characters.
- **Un-answered Fields:** Any field left blank will automatically exclude the application from consideration (it is incomplete and therefore ineligible). For optional or inapplicable fields, enter "N/A".

Section I: Applicant Profile

- **Organization/Group Name:** Enter the name of your group. If your group does not already have a name, select one that accurately describes your group; for example, the name of your neighborhood.
- **County:** Select the county in which the activity will take place from the dropdown menu. Activity must take place within the 23-county region served by the Foundation:

1. Barrow	9. DeKalb	17. Morgan
2. Bartow	10. Douglas	18. Newton
3. Butts	11. Fayette	19. Paulding
4. Carroll	12. Forsyth	20. Pickens
5. Cherokee	13. Fulton	21. Rockdale
6. Clayton	14. Gwinnett	22. Spalding
7. Cobb	15. Hall	23. Walton
8. Coweta	16. Henry	
- **Neighborhood (if applicable):** Enter the name of the neighborhood in which the activity will take place. If your group does not identify with a neighborhood, enter "N/A".
- **Mailing Address:** Enter the address or P.O. Box where all official communications should be sent, including grant payments.
- **City:** Enter the name of the city in which the mailing address is located.
- **Zip Code:** Enter the zip code of the area in which the mailing address is located.
- **Website:** Enter the URL address for your organization/group's website.
- **Social Media:** Enter the URL address for your organization/group's social media webpages (such as Facebook, Twitter, etc.).
- **Is this a 501(c)3?:** Select "yes" or "no" from the dropdown menu to identify whether or not your group is a 501(c)3 organization. Note: Groups are not required to be a 501(c)3 to apply for the Neighborhood Fund.

- **EIN/Tax ID # (if applicable):** This question only applies if your group has received a federal nonprofit status from the IRS. Enter your nine-digit nonprofit status number located on your Letter of Determination. If your group does not have an EIN number, enter "N/A".
- **Primary Contact Person:** Enter the contact information for the primary point of contact.
- **Secondary Contact Person:** Enter the contact information for the secondary point of contact.
- **Bank Account Information:** Provide 1) the bank name, 2) type of account (business, personal or other), 3) the current balance, 4) the date the bank account was opened and 5) the names of at least two individuals with access to the bank account. A bank account with at least two names on the account is required to receive funding.

Section II: The Request

2.1 Grant Type: Select which grant type and length for which your group is applying: Community Building – six months, Community Building – 12 months or Love Your Block – three months.

2.2 Amount Requested: Enter the dollar amount requested from the Neighborhood Fund for your group’s proposed project, event and/or activity.

2.3 Describe the project, event and/or activity your group would like to carry out using the Neighborhood Fund grant.

2.4 Provide an outline of activities that the group plans to complete within the grant period. For each activity, include the date by which you anticipate completing the activity. The grant period begins when grantees receive their first payment at the Grantee Orientation on May 15, 2018. Make sure to plan your activities according to the grant periods listed below:

Grant Type	Grant Period
Love Your Block – 3 months	May 15, 2018 – August 15, 2018
Community Building – 6 months	May 15, 2018 – November 15, 2018
Community Building – 12 months	May 15, 2018 – May 15, 2019

2.5 Describe the neighborhood’s strengths and assets that will make it possible to complete the project. Examples include specific skills, volunteer skills and labor, public spaces, institutions, businesses, faith organizations, schools or other community partners.

2.6 Provide the neighborhood name and a brief description of the area in which the project will take place, including geographic boundaries (streets, neighborhood or county boundaries). Love Your Block applicants should also include a physical address and description of the proposed project site. In your description, please include relevant information related to the size, location, geography, current usage, and history of the site. (Example: 123 Elm Avenue, Atlanta, GA 30000 – The Elm Avenue block is currently a vacant parking lot that sits at the corner of Apple Street and Elm Avenue. The lot is 50 ft. x 20 ft. and is surrounded by large oak trees. The lot has been abandoned for five years and has become overgrown with kudzu.)

2.7 Describe any permits, approvals and special permission you will need to obtain to complete your request. This might include zoning or property permission. Explain the approval required and how the group will obtain the necessary approvals.

2.8 Select “yes” or “no” to indicate whether your group is working in partnership with other groups. If yes, list the partnering organization(s) and explain how the partnership will benefit or strengthen the proposed project.

2.9 If you were to imagine the successful completion of your project, what kind of lasting improvement do you think it would have on your neighborhood?

2.10 Metrics: Identify three quantifiable metrics or measurable improvements that your group will use to determine the success of your request. Provide the goal amount for the metric that your group hopes to complete by the end of the grant. You may also provide an explanation of why the metric is important or relevant to the request. Metric examples are provided below:

- # of trees, flowers or plants planted
- # of new voters registered
- # of greenspaces or gardens created
- # of areas/spaces painted
- # of pocket parks or playing fields created
- # of physical enhancements created (benches, paths, etc.)
- # of homes repaired
- # of trainings for community members and/or volunteers
- # of volunteers
- # of volunteer hours

Section III: Organization/Group Overview

3.1 Describe the history of the group. Tell us how the group is unique and include the vision, mission and/or purpose of the group.

3.2 Describe three main projects or activities your group has been involved in over the past 12 months. You may list examples of a project that the group undertook but did not complete, and the reasons the group thinks it failed. Note: In this case, failure is not a bad thing. You might also list an example of a project that the group undertook and successfully completed.

3.3 List the name, contact information and role/title of five members of the group. If the group is selected for a site visit, the individuals listed will be expected to be present and have a full understanding of their role as described in this section. Residents must be unrelated (including by marriage) and directly affiliated with the planning and implementation of the project or activity. Group members need to reside in the same defined neighborhood or community to be considered eligible. See Guidelines for more information. Please list all requested contact information for each member.

3.4 Optional: Provide any clarifying details about your group members and/or your group’s involvement in the neighborhood.

SECTION IV: Community Coaching

****COMMUNITY BUILDING APPLICANT SECTION ONLY (Love Your Block applicants do not need to complete this section and may move on to SECTION V: Budget.)**

4.1 All Community Building grantees will receive customized community coaching and technical assistance such as goal setting, evaluating neighborhood assets, organizing the community, managing the project and completing required reports. A community coach is a professional consultant assigned to Neighborhood Fund grantees to provide grantee-specific advice, mentoring, training and technical assistance as required. See descriptions of the community coaching categories below:

Community Organizing - process by which local people motivate social change	Meeting Facilitation - process by which local people develop ways to conduct workshops, trainings, etc.
Volunteer Management – process by which local people recruit and organize unpaid helpers	Conflict Resolution - process by which local people examine methods to achieve common ground

Group Decision Making - process by which local people choose which action to take to solve problem or address a community question	Program Planning - process by which local people identify, plan and implement neighborhood or community activities and services
Asset Mapping – process by which local people identify neighborhood or community resources and talents	Fundraising - process by which local people identify a strategy to raise funds for a specific cause, project, activity or event
Coalition Building - process by which local people assemble a temporary alliance with other local individuals, groups or agencies for joint action	Marketing/Communications – process by which local people develop systems for connecting and exchanging ideas, information and materials
Community Economic Development - process by which local people build organizations and partnerships that connect profitable business with other interests and values	Leadership Development - process by which local people come together to address, understand and enhance their role as individual and community leaders

Categories One, Two and Three: Before selecting a coaching category from the dropdown menu, discuss this section with the group members and determine the categories that best describe the needs of the group at this time. Once you have selected a category from the dropdown menu, describe why the group selected it. You may select up to three categories.

Optional Opt Out: Your group may request to opt-out of receiving a community coach if you already have this type of support available. Please explain why your group would like to opt-out and be specific about any resources available to support your group, your neighborhood and your request. Approval of your request to opt-out is at the discretion of the review team. Opting out of a coaching will not disqualify your group from receiving funding.

SECTION V: Budget

The budget section of the application has three goals: 1) to help you submit reasonably accurate estimates of the total cost of your project or activities; 2) to get a complete picture of the resources you will need from the Neighborhood Fund to complete your project or activities; and 3) to see what other neighborhood resources or assets you will be using. This number will be used to help determine the grant amount and payments schedule.

Note: The Neighborhood Fund provides grants from \$250 to \$10,000. It is very common for funded groups to receive less than the amount requested. In 2017, the average grant size for Community Building grants was \$7,400 (and ranged between \$3,500 and \$10,000). Love Your Block grants are typically \$1,000.

5.1 The purpose of the budget table and budget explanation is to show how much your total project or activities will cost and how the money will be used. The budget table shows expenses (how much is money needed) and provides space for details for each item. Be as specific as possible. Note: Your response for “Amount Requested” should match your answer to Question 2.2.

5.2 Provide the name, bank account name and address of the grant check payee.

5.3 Use this space to explain any budget request or timing issues related to your grant that might impact your ability to complete your project (e.g. election date for civic engagement requests).

5.4 List any other resources that will be used to complete the request including any cash or in-kind donations. Please include the source name providing the support, the amount (for in-kind donations, please provide an estimated amount) and a brief description of the resource being provided (hours donated or type of service provided). The application will also be stronger if it is clear that the group is not relying on the Neighborhood Fund to fund the entire project or activities.

5.5 List any grants received by the group within the last five years, including Neighborhood Fund grants (if applicable).

SECTION VI: Application Authorization

- Checkboxes: Use the checkboxes to select which grant you are applying for and to indicate your understanding of its unique application requirements. Love Your Block applicants must submit no more than three photos of the physical site. Community Building applicants must complete the entire application, including Section IV.
- Statements of Understanding: Enter your initials to the right of each of the three statements of understanding to indicate that you have read and agree to each statement.
- Authorizing signatures: Enter electronic signatures for the primary and secondary contact persons to confirm that the information given in the application is accurate and complete to the best of your knowledge and that, if awarded, you are responsible for all reporting and funds granted. Two signatures are required. These signatures should match the primary and secondary contact persons in SECTION I.

Please proofread your application before submitting. Applications with blank or incomplete fields will not be considered.

Submit the completed Neighborhood Fund Application to neighborhoodfund@cfgreateratlanta.org using the subject line "Attention: 2018 Community Building Grant – [INSERT ORG NAME]" or "Attention: 2018 Love Your Block Grant – [INSERT ORG NAME]".