

# COMMUNITY ORGANIZING/ TECHNICAL ASSISTANCE GRANTS

## Application Process and Application Form

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Contact: Brenda Hyde

**Southern Echo Inc.** is now accepting applications for our small grants program for mature grassroots community-based organizations engaged in community organizing work. These grants are coupled with training and technical assistance to support and strengthen your organization and your community organizing work. (Please see the program definitions below.)

Grants of up to \$20,000 (**note that the average grant size is \$15,000.00**) are awarded in conjunction with training and technical assistance to strengthen community organizing groups and help them connect to networks and coalitions. **The primary purpose of this program is to strengthen low-income communities and neighborhoods by investing in the development of local leaders through the community organizing process.**

**Eligibility:** *Mature grassroots community-based organizations* in Mississippi, Alabama, Arkansas, Louisiana, Tennessee, Georgia, North Carolina and South Carolina that can demonstrate their capacity to grow and connect with networks and coalitions within the region and/or national.

### **Program Definitions**

- **Community organizing:** For the purpose of this program, community organizing is understood as the process of building a powerful, community-controlled, democratically run, inclusive, grassroots organization capable of developing leaders and effecting social change for its constituent members. In general, the process of community organizing involves membership recruitment, leadership development, issue identification, and the development and execution of campaign strategies. **Note that direct service projects are not eligible for funding.**
- **Small grant:** An amount up to \$20,000 that can be used effectively to meet the goals and objectives of the receiving organization (**note that the average grant size is \$15,000.00**).
- **Technical assistance:** The provision of training, and/or consultation by **Southern Echo Inc.** to funded organizations to promote maturation and growth, e.g., fundraising, board and staff training, development of office management techniques, budgeting, assistance with incorporation, strategic planning, community organizing, etc.

**The proposal postmarked deadline is Monday, August 22, 2011**

# Application Process and Instructions

1. **Read these instructions carefully.** If you have any questions about any of the definitions, criteria, standards of eligibility, or other information requested, please discuss them with the contact person on the cover page.
2. Prepare responses to all the questions on the application form and provide all additional requested information.
3. **Interested applicants should provide the following:**
  - (A) **A Cover Letter;**
  - (B) **The enclosed Small Grant Application Cover Sheet;**
  - (C) **A narrative describing the organization's purpose, history, program of work and technical assistance needs;**
  - (D) **A budget form (see enclosed budget form format) or standard budget form detailing 2009 and 2010's income and expenses and your proposed 2011 and 2012 budgets.**

**\*2009/2010 Grantees must submit a brief progress report of 09/10 activities and an expenditure report for funds received. (Also, please do not submit a proposal if your organization no longer meets the criteria).**

*Applicants may also submit up to three (3) pages of supporting documentation such as news articles, letters of support, newsletter and etc.*

**\*Please note that no funds will be disbursed to organizations unless they have a bank account with a two signature requirement for writing valid checks.**

**\*\*Proposals must be postmarked by Monday, August 22, 2011. Proposals postmarked after this date absolutely will not be considered. Faxes and emails will not be accepted.**

4. Applications will be reviewed according to the stated criteria, guidelines, and definitions.
5. ***If your organization is selected to receive a grant award, we are required by the Charles Stewart Mott Foundation to check the name of the organization and individual who will sign the contract against the terrorism watch lists issued by the United States Government, the European Union, and the United Nations to make sure you and your organization is not listed as a terrorist.***
6. If your organization receives a grant award, a signed contract will be required delineating the responsibilities of your organization and **Southern Echo Inc.** The minimum elements in this contract will include:
  - Your completion of a form stating organizational goals and objectives and a detailed profile of the leadership, members, community demographics and constituents (if you receive a grant, you will be able to request technical assistance to complete this profile).
  - Your signed agreement to use grant funds in accordance with the budget in the request.
  - Your agreement to expend the small grant within 12 months of the award and to return funds not expended within that 12-month period to **Southern Echo Inc.**

- A mutually-agreed upon plan (between your organization and **Southern Echo Inc.** for the terms of technical assistance, site visits, conference participation, and reporting.

**If you have questions or need assistance with this application, please call the contact person on the cover page.**

# Criteria and Guidelines

To be eligible for funds, an organization must satisfy the following criteria and guidelines.

**Please bear in mind that because funds are limited, eligibility does not guarantee funding.**

Please carefully read the following criteria:

## Criteria

Applicants must meet the following minimum criteria:

- provide evidence of community support for your activities;
- provide evidence of strong leadership at the board and/or staff levels demonstrating accountability to the membership on decisionmaking;
- provide evidence of your ability to manage funds responsibly;
- present clear, manageable objectives for use of the small grant, in accordance with the definition of community organizing on the cover page of this application;
- organize among low-income residents; and
- be engaged in charitable purposes as defined by the IRS (even if your organization is not incorporated as a 501(c) (3), you still must be engaged in charitable purposes as defined by the IRS).

# Proposal Narrative

**The narrative section describes your organization, your community, and your proposed work and technical assistance.**

**Please follow this outline and do not exceed four pages in length.**

- **Organization's mission**

Describe who you are, why you exist, and what you do.

- **History of your organization**

Describe your history to date, including the age of your organization and key accomplishments or areas of significant work in your community. Illustrate community support for your activities.

- **Details of your organizational structure**

Describe your size, structure, and who is involved with the organization. Provide evidence of leadership at the board, staff, and/or volunteer level, demonstrating accountability to the membership. Describe your organization's system for managing financial resources (grants, dues, donations, etc.).

- **Community background**

Describe the community, constituency or neighborhood that you work in or plan to work in. Include any demographic information that you have (i.e. total number of people, racial and ethnic makeup, poverty rate, public benefits rates, etc.). Describe the challenges, problems, and assets of the community or constituency.

- **Issue(s) to be addressed**

Describe the issue(s) or problem(s) you intend to address with this grant; list some specific goals or outcomes related to the issue(s) or problem(s) that you hope to achieve as a result of the grant and technical assistance.

- **Technical assistance**

List and very briefly describe up to three goals for growing and strengthening your organization, such as

Board development	Staff/member/board relationships
Fundraising	Membership recruitment/development
Strategic planning	Staff development
Leadership development	Developing issue campaigns
Establishing/sustaining partnerships	Incorporation
Networks/Coalitions	

or any other technical assistance needs your organization has identified.

# Attachments

- **Required Attachments**

- ⇒ Current organizational budget, including projected expenditures and expected income (source and amount).
- ⇒ A projected budget for the specific project you are proposing.
- ⇒ Financial statement from the end of your last fiscal year showing actual expenditures and income (source and amount).
- ⇒ List of board of directors identifying your officers and length of board service for each member.
- ⇒ If your organization has paid staff, a list of staff members and their roles in the organization, including identification of the lead staff person for this project.
- ⇒ If the project will be undertaken by volunteers, a list of the few key volunteers, including identification of the lead volunteer or contact person for this project.
- ⇒ Your IRS determination letter, if applicable; otherwise, include a copy of the memorandum of agreement from your fiscal sponsor and a copy of your sponsor's IRS determination letter.

- **Optional attachments (maximum of three pages)**

- ⇒ Media clippings, letters of support from other organizations or project partners, or other printed material relevant to your organization or the issue you plan to address.

## BUDGET SAMPLE FORMAT

If you already prepare organizational and project budgets that approximate this format, please feel free to submit them in their original forms. You may reproduce this form on your computer, and/or submit separate pages for income and expenses.

Budget for the period: \_\_\_\_\_ to \_\_\_\_\_

Item	EXPENSES		Source	INCOME	
	Amount	FT/PT		Amount	Amount
Salaries & Wages (Breakdown by individual position and indicate full or part time)	\$ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____	Government grants & contracts (specify) Foundations (specify) Corporations  Religious institutions United Way, Combined Federal Campaign & other federated campaigns	\$ _____ \$ _____ \$ _____  \$ _____ \$ _____	
Fringe benefits & payroll taxes	\$ _____		Individual contributions	\$ _____	
Consultants & Professional fees	\$ _____		Fundraising events & products	\$ _____	
Travel	\$ _____		Membership income	\$ _____	
Equipment	\$ _____		In-kind support	\$ _____	
Supplies	\$ _____		Other (earned income, consulting fees, etc. Please specify)	\$ _____	
Training	\$ _____		_____	_____	
Printing & copying	\$ _____		_____	_____	
Telephone & fax	\$ _____		_____	_____	
Postage & delivery	\$ _____		_____	_____	
Rent & utilities	\$ _____		_____	_____	
In-kind expense	\$ _____		_____	_____	
Other (specify)	\$ _____		_____	_____	
<b>TOTAL EXPENSE</b>	<b>\$ _____</b>		<b>TOTAL INCOME</b>	<b>\$ _____</b>	
			<b>BALANCE</b>	<b>\$ _____</b>	

## Mott/Echo Small Grant Application Cover Sheet

**Name of Your  
Organization**

\_\_\_\_\_

**Mailing Address**

\_\_\_\_\_

**City**

\_\_\_\_\_

**State**

**Zip**

**Phone**

\_\_\_\_\_

**Fax**

**Website**

\_\_\_\_\_

**E-Mail**

**Lead Project  
Contact Person**

\_\_\_\_\_

**Number of years your organization has been funded by Echo/Mott:** \_\_\_\_\_

**Are you incorporated?** \_\_\_\_\_ **If yes, in what state?** \_\_\_\_\_  
**If yes, please attach a copy of your IRS determination letter.**

**If your organization is not incorporated, please provide the following information about your fiscal sponsor and attach a copy of your sponsor's IRS determination letter and your memorandum of understanding with your fiscal sponsor:**

**Name of Fiscal  
Sponsor**

\_\_\_\_\_

**Mailing Address**

\_\_\_\_\_

**City**

\_\_\_\_\_

**State**

**Zip**

**Phone**

\_\_\_\_\_

**Fax**

**Website**

\_\_\_\_\_

**E-Mail**

**Contact Person**

\_\_\_\_\_