

Online Application Questions

The Foundation uses the online application for the Bama Works Fund, Enriching Communities, and the Louisa County Community Fund grant programs.

Once you complete the prerequisite questions and choose the grant program you would like to apply to, you will be asked to provide narrative information to the following questions:

Organization Information

1. Organization Name – the system will populate
2. Organization ID – the system will populate
3. Application Party ID – the system will populate
4. Contact Person – the system will populate based on which individual is logged in and applying for the grant.
5. Contact Person Phone
6. Contact Person Email
7. Primary Contact – Please list the full name and title of the primary contact for your organization. We will use this information to communicate grant decisions.
8. Project Name
9. Requested Amount
10. What is the primary thematic focus area for the project for which you are seeking funding?

Funding Request Information

1. Please describe what you would like to support with the requested funding. If you are seeking support for general operations, please describe the specific aspects of your operations that will be covered by the grant funds. If you are seeking programmatic support, identify the specific activities that will take place, who will be involved (staff, key person), how your project will be implemented, and the timeline for completion (Tip: think ‘who, what, when, where, how’) (2000 characters)
2. Total Project Budget
3. Total Organizational Budget
4. Project Start Date
5. Project End Date (**Note: CACF will not fund projects that are already completed or cover expenses that have already been accrued**)
6. Target Population – Please indicate the population(s) that you primarily intend to serve using the requested funding (1000 characters)
7. Goals for Requested Funding – Describe how the activities supported by the requested funding will contribute to your organizational goals (1000 characters)

Funding Request Narrative

1. Identify up to three priority indicators your organization aims to achieve and how you will measure your progress toward each (2000 characters)
2. For the total cost of your project, please provide an estimated number of individuals (or animals) who will directly benefit from the grant-funded activity.

If you also track the number of people who receive a benefit of some kind but who are not directly reached by the grant funded activity, we welcome you to include that information as well. Examples of indirect benefits include: volunteers who work with the organization to provide a service, families of someone who will participate in a program, musicians who will gain exposure through a performance (500 characters).

3. If this funding request will build on previous Foundation support, please describe (2000 characters)
4. What current trends are you facing that led your organization to submit this proposal? If you are developing a new program, what are the current needs or challenges you intend for your program to address? (2000 characters)

Funding Request Narrative Continued

1. If your project requires recurring costs (i.e. staff salary), what are your plans to meet these costs beyond this grant? (2000 characters)
2. If you are launching a new program, how do you plan to cover costs of the program beyond this grant? Please note any identified sources or opportunities you plan to pursue as well as any already committed revenue streams (2000 characters)
3. Is there any other relevant information not captured elsewhere regarding your organization, program, or project that you believe will help the reviewers understand this proposal? (2000 characters)

Sign and Submit (electronically)

Uploading Documentation

Once you have submitted the narrative portion of your application, you will then be able to upload the required documentation to complete your application. **Please note that you need to submit the application first before the system will let you upload documents.**

You will be required to submit/upload the following additional documents. We recommend using pdf format for these documents:

- 1. 501(c)3 determination letter OR fiscal sponsor letter** – if you do not have your 501(c)3 status, please provide a letter from your fiscal sponsor indicating that the sponsoring organization agrees to receive a grant distribution on your behalf.
- 2. Organizational information** – one-page description of your organization’s mission, history, and key programs
- 3. List of Governing Board and staff names** – please provide names and titles. Also include professional affiliations for Governing Board members
- 4. Budget for Requested Funding** – upload a project budget or list of expenses and amounts that will be covered by the requested funding
- 5. Current Fiscal Year Operating Budget** – provide the operating budget for your organization for the current fiscal year. Include anticipated revenues and expenses. If your organizational entity is part of a larger institution, governmental entity or university, provide your department budget.

6. Previous Fiscal Year Operating Budget – provide the operating budget for your organization for the previous fiscal year. Include actual expenses and revenues.

Possible additional materials: The system will prompt you for additional documents, such as a site visit. If they do not apply to your organization, your application will be considered complete without uploading these materials.