



## **2021 Bama Works Fund Online Application Questions**

### **Application Process**

Welcome to the Charlottesville Area Community Foundation's Online Grant Application. This application may be used to apply for both Bama Works and Enriching Communities grant programs. You will be asked to complete a narrative section and submit supporting documentation. Please note that there are character limits, which includes spaces, for application questions. We also encourage less words, more information; meaning, stronger applications are not necessarily ones that fill up the entire character limit.

Before starting your application, please update your organization's contact information. Failure to do so may delay payments to grant partners.

If you have any questions or need assistance with the application, please contact:

- Ethan Tate ([etate@cacfonline.org](mailto:etate@cacfonline.org)) for Bama Works questions.
- Aiyana Marcus ([amarcus@cacfonline.org](mailto:amarcus@cacfonline.org)) for Enriching Communities questions.

For password or login issues, you may also contact: 434.296.1024 or [info@cacfonline.org](mailto:info@cacfonline.org).

>> continued

### Required Documentation

Please use only PDF documents. See below for instructions on how to save an Excel document as a PDF. Please contact us if you have any issues uploading documents in the grants portal.

Name	Current Status	Mandatory?	Due Date	Description	Date Completed	Actions
Site Visit as requested	Entered	No		A member of the Bama review committee will contact you to schedule the site visit.		<a href="#">Upload</a>
501(c)3 determination letter	Entered	Yes		501(c)3 determination letter		<a href="#">Upload</a>
Letters of Support	Entered	No		Letter of support from all proposed partners.		<a href="#">Upload</a>
Governing Board and Staff Names	Entered	Yes		List of Governing Board with professional/community affiliations and Staff Names with titles		<a href="#">Upload</a>
Project Budget	Entered	No		Budget for Requested Funding (only for applications seeking support for a specific program)		<a href="#">Upload</a>
Current Fiscal Year Operating Budget	Entered	Yes		Current Fiscal Year Operating Budget		<a href="#">Upload</a>
Previous Fiscal Year Operating Budget	Entered	Yes		Previous Fiscal Year Operating Budget		<a href="#">Upload</a>
Fiscal Sponsor Letter	Entered	No		Letter from Fiscal Sponsor, if applicable		<a href="#">Upload</a>
Additional Supporting Documentation	Entered	No		Additional Supporting Documentation (like a brochure, 1-pager, photos, or anything else that tells the story)		<a href="#">Upload</a>

### How to Save an Excel Document as a PDF

1. Open a **workbook**.
2. On the File tab, click **Save As**.
3. Click Browse.
4. Select **PDF** from the drop-down list.
5. Click Options.
6. You can publish a selection, active sheet or entire **workbook**.
7. Click OK and then Click **Save**

>> continued

## **Application Overview**

### **Section 1: Organization Information**

### **Section 2: Issues and Actions**

### **Section 3: Engagement, Evaluation, & Assets**

### **Section 4: Financial Position**

## **SECTION 1: Organization Information**

1. Application Name:
2. Organization Name:
3. Fiscal Sponsor:
4. Organization ID#: *(pre-populated)*
5. Application Party ID#: *(pre-populated)*
6. Please list the name of your fiscal sponsor organization, if applicable:
7. Website address:
8. Contact Person Name (for this grant):
9. Contact Person Phone (for this grant):
10. Contact Person Email (for this grant):
11. Organization Leadership / 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 and suggest using the name of your Executive Director.*

>> continued

12. Project Name:

13. Requested Amount:

*Bama Works maximum award: \$10,000*

*Enriching Communities maximum award: \$15,000*

14. Please categorize your request based on the primary use of funds.

- General Operations - unrestricted funding for the overall organization
- Capacity Building - funding to increase the organization's operations (e.g. increase staffing, professional development, IT solutions, etc.)
- Pilot or New Program - funding specifically for a newly created program
- Existing / Ongoing Program – funding for a continuous, specific program

15. If you are seeking funding for a project, please select the description that most closely aligns with your project. If you are seeking general operations / unrestricted funding, please select the description that most closely aligns with your organization's mission.

- Aging & Seniors
- Animal Welfare / Wildlife Conservation
- Arts and Culture
- Child/Youth Development
- Civic Engagement
- Education
- Environment and Sustainability
- Essential Needs (food, shelter, clothing)
- History, Historic Preservation, or Genealogy
- Mental Health and Substance Abuse
- Physical Health and Wellness
- Transportation
- Workforce and Economic Development

>> continued

16. Please select the locale you are primarily serving.

*You may check multiple boxes.*

- ☐ Albemarle
- ☐ Buckingham
- ☐ Charlottesville
- ☐ Fluvanna
- ☐ Greene
- ☐ Louisa
- ☐ Nelson
- ☐ Orange
- ☐ More than one above

17. Please briefly describe the demographics of the population that you are primarily engaging. [300 character limit]

18. Is your organization located in and/or primarily engaging a rural community?

- ☐ Yes
- ☐ No

19. Is your organization primarily engaging and/or led by people of color (*i.e. non-white person*)? Please select all that apply.

- ☐ Serving (majority of people served)
- ☐ Led by (Executive Director is a person of color)
- ☐ Governed-by (majority of Board are people of color)
- ☐ None of the above

20. How long has your organization been in operation? (*select one*)

- ☐ 0-5 years
- ☐ 6-10 years
- ☐ 11+ years

21. Staff size:

- ☐ All volunteer
- ☐ .5 - 6 Full-Time Equivalent Positions
- ☐ 7 – 20 Full-Time Equivalent Positions
- ☐ 21+ Full-Time Equivalent Positions

>> continued

22. Annual operating budget size:

- ☐ \$50k or less
- ☐ \$50k – \$249k
- ☐ \$250k – \$499k
- ☐ \$500k – \$999k
- ☐ \$1 million or more

23. Is this the first time your organization has applied for funding through the Charlottesville Area Community Foundation? (*select one*)

- ☐ Yes
- ☐ No

## **SECTION 2: Issues & Actions**

24. Please summarize your funding request in 2-3 clear and concise sentences:  
[300 character limit]

*Note: This summary will be used by the Foundation staff and the Review Committee to conduct the initial review of your proposal. This summary may also be used to share funding requests with our fundholders.*

25. Identification of the issue(s): What current trends, needs, or challenges are you seeing in the community that your program/organization will address? Please use local data and/or observations to illustrate. [2000 character limit]

*There are many ways to gather evidence and data takes many forms such as: stories, statistics, surveys, focus groups, journal entries, debriefing sessions, case studies, logs, registries, interviews, etc.*

26. How will you use these grant funds to address the problem you described? Please include a brief budget narrative if seeking funding for a specific program.  
[2000 character limit?]

*Tip: Think about describing the "who, what, when, where, and how" of your actions.*

27. Total Project Budget (if applicable):

>> continued

28. Total Organizational Budget (current fiscal year):

29. Project Start Date (Must be after 12/21/21):

30. Project End Date:

Note: The Community Foundation will not fund projects that are already completed nor reimburse expenses that have already been incurred.

### **SECTION 3: Engagement, Evaluation, & Assets**

We are interested in understanding the rationale behind your work. These questions will ask specific details about the activities funded by this grant and how your work connects to the community impact you hope to see.

31. Please describe how you are engaging the people most impacted by your program/organization as partners or co-creators in the work. Can you cite an example of a time you changed course based on this community engagement?  
[2000 character limit]

*Community engagement can range from survey and focus group feedback to community members acting as co-creators and strategists in the design of a project. We look to see those most impacted by the work engaged as closely as possible. It is one thing to collect information. It is something else to change course based on an analysis of what has been collected and what the community says it needs.*

32. What would success and/or progress look like over the next 12 months? How will you measure, evaluate, and then refine your work? [2000 character limit]

*What specific, quantifiable benchmarks do you hope to reach and what indicators will let you know that you have reached them? What kind of long-term changes do you expect to see if this work continues? Will your work impact the broader community?*

>> continued

33. Please describe why your organization is particularly well-positioned to do this work and carry out these goals at this time. Also describe any partners and their role in helping to achieve these goals. [2000 character limit]

*Consider feasibility factors such as: time, costs, organizational capacity, ethics, your relationship and reputation with the population you will engage, any groundwork that has already been laid, etc.*

#### **SECTION 4: Financial Position**

34. If you will incur expenses beyond the scope of this grant (ex. a staff salary) for this program, what are your plans to meet those ongoing needs? Please note any identified funding sources or opportunities you plan to pursue as well as any already-committed revenue streams. [1500 character limit]
35. (Optional) Is there anything in your budget attachments that you would like to explain further to the review committee(s)? [1500 character limit]
36. If awarded, will this grant be counted towards an existing match from another funding source?
- ☐ Yes
  - ☐ No
37. Is there anything else you would like the Community Foundation to know in order to better understand your work and your proposal? [1500 character limit]