



# Black Belt Community Foundation 2007 Grant Application Packet

609 Lauderdale Street, Box 2020  
Selma, AL 36702  
Office: 334-874-1126. Toll Free: 866-874-1126  
E-mail: eswbpcf@bellsouth.net  
Website: www.BlackBeltFound.org

## COVER SHEET

**INSTRUCTIONS:** Round VI grant applications must be postmarked by Friday, June 1, 2007, and will be awarded in September 2007. Round VII applications must be postmarked by Friday, December 3, and will be awarded in March 2008. Application packets must be mailed to the Black Belt Community Foundation, P.O. Box 2020, Selma, AL, 36702, or hand delivered to the BBCF office at 609 Lauderdale Street, Selma, AL, by 5:00 PM Central Standard Time (CST) on the dates specified for the respective rounds (June 1 for Round VI, December 3 for Round VII). Faxed applications will **NOT** be accepted. Organizations that have received funding are eligible to apply only once in a twelve-month period.

### PART I: APPLICANT ORGANIZATION INFORMATION

Legal name of applicant organization: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Alternate Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
Contact Person:  Ms.  Mrs.  Miss  Mr.  Dr.  Rev.  
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Year organization was founded: \_\_\_\_\_

If your organization or project is not an incorporated Alabama nonprofit with tax-exempt status acknowledged by the Internal Revenue Service, you must submit this grant proposal through an organization that will serve as your fiscal agent. Please contact Felecia Jones, Executive Director of the Black Belt Community Foundation, at (334) 874-1126 for more information.

Does your organization have tax-exempt status [501(c)(3)]?  Yes  No  
If "No," complete the following:  
Fiscal agent's legal name: \_\_\_\_\_  
Fiscal agent's mailing address: \_\_\_\_\_  
Fiscal agent's telephone: \_\_\_\_\_  
Fiscal agent's contact person: Ms. Mrs. Miss. Mr. Dr. Rev.  
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Title: \_\_\_\_\_

### PART II: GRANT REQUEST INFORMATION

Amount of Request: \_\_\_\_\_ (Please note grant awards will range from \$500.00-\$2,500.00.)  
Select the following areas that this proposed grant will address:  
 Arts & Culture  Community Economic Development  Education  Environment  
 Health & Human Services  Other Areas Benefiting the Community \_\_\_\_\_  
Has your organization received a grant from the Black Belt Community Foundation in the past?  Yes  No  
If so, when? Month: \_\_\_\_\_ Year: \_\_\_\_\_ Amount: \_\_\_\_\_

### PART III: AUTHORIZATION

Before a grant application packet can be considered, two signatures are required. Signatures must be original and legible.  
**The governing board or leadership group of our organization has approved the submission of this request for grant support from the Black Belt Community Foundation.**

\_\_\_\_\_  
Executive Director or Lead Volunteer  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair or Additional Volunteer Leader  
\_\_\_\_\_  
Date

# BBCF Grant Application Checklist

## PART 1

- Completed *BBCF Grant Application Coversheet* (required with **all** submissions)
- Completed proposal as outlined in *BBCF Grant Application Guidelines*
- Detailed budget illustrating proposed use of Black Belt Community Foundation grant (**See *BBCF Grant Application Guidelines.***)
- List of current members of applicant organization's board of directors or other relevant oversight-committee members or board
- Signatures of executive director/lead volunteer and board chair of applicant organization (***Signatures must be original and legible.***)
- Completed *Checklist for BBCF Grant Application*
- Copy of IRS letter acknowledging applicant organization's 501(c)3 tax-exempt status

**Note: A 501(c)(3) IRS letter acknowledging tax-exempt status is different from a non-profit incorporated status letter.**

**Only a 501(c)(3) IRS letter acknowledging tax-exempt status will be accepted.**

If your organization does not have 501(c)(3) tax-exempt status, please include the following documents from your sponsoring fiscal agent:

- A letter from the sponsoring fiscal agent stating its willingness to serve as a sponsoring fiscal agent for your organization
- A copy of the sponsoring fiscal agency's IRS letter acknowledging its 501(c)3 tax-exempt status

**IF ALL REQUIRED DOCUMENTS ARE NOT SUBMITTED BY THE GIVEN DEADLINE, THE APPLICATION WILL NOT BE CONSIDERED.**

## PART II: OFFICIAL OFFICE USE ONLY

Date Received: \_\_\_\_\_

ID Code: \_\_\_\_\_

Grant Number: \_\_\_\_\_

Batch Number: \_\_\_\_\_

Action:  Approved  Denied  Denied out of Area

Amount Requested: \_\_\_\_\_ Amount Awarded: \_\_\_\_\_

Board Date: \_\_\_\_\_

Grant Date: \_\_\_\_\_

Payment Date: \_\_\_\_\_

# Black Belt Community Foundation Grant Application Guidelines

**Grant Round VI Application Deadline: Friday, June 1, 2007**  
**Grant Round VII Application Deadline: Friday, December 3, 2007**

## Background

The Black Belt Community Foundation invites groups and organizations based in and serving Alabama's Black Belt to apply for one-year grants for community-led activities around the 12-county Black Belt region. It is anticipated that in these rounds, each grant will be awarded in the range of \$500.00 to \$2,500.00. A compelling project may merit a higher grant award. The Black Belt Community Foundation has a total funding pool of approximately \$125,000 available for grants in our next two rounds. The Board of Directors will announce the Round VI grant awards in September 2007 and Round VII grants in March 2008.

Established in 2003 and headquartered in Selma, Alabama, the Black Belt Community Foundation seeks to support community efforts that will contribute to the strength, innovation and success of Black Belt citizens and communities. The Black Belt Community Foundation's mission is to forge a collective stream of giving from the community and other sources so we, the people of the Black Belt, can enhance our continuing efforts to lift ourselves by "taking what we have to make what we need." The Black Belt Community Foundation is seeking to support efforts that engage Black Belt residents and Black Belt leaders in addressing community issues. These issues, and the proposed activities, can include but are not limited to:

- arts and culture,
- community economic development,
- education,
- environment,
- health and human services,
- youth, and/or
- other areas benefiting the community.

***Regardless of the issue, the most successful proposals will provide compelling evidence of community residents' participation and leadership and the use of local assets to "take what you have to make what you need."***

## Who May Apply

The Black Belt Community Foundation will only provide grants to organizations and projects based in and serving communities in its 12-county region: Bullock, Choctaw, Dallas, Greene, Hale, Lowndes, Macon, Marengo, Perry, Pickens, Sumter and Wilcox. We anticipate that grants will be awarded in each of the 12 counties. Projects may cross Black Belt county boundaries.

Please note that grants will NOT be awarded to and/or for the benefit of:

- individuals,
- religious organizations for religious purposes,
- political organizations or candidates for public office,
- school systems,
- national fundraising drives,
- tickets for benefits,
- lobbying activities,
- scholarship or endowment funds.

## How to Apply

Complete the *Black Belt Community Foundation Grant Application Checklist*.

- Complete the Black Belt Community Foundation Grant Application Coversheet. Be sure to have the cover sheet signed by the applicant organization's board chairperson and lead staff person, or if there is no such person or paid staff, the chair of the organization and one other member of the group's leadership (e.g., treasurer, vice chair, etc.).
- Attach a copy of the applicant organization's IRS letter acknowledging the applicant organization's 501(c)(3)

tax-exempt status.

- If your organization does not have 501(c)(3) tax-exempt status, be sure to include the following documents from your sponsoring fiscal agent: (1) a letter from your sponsoring fiscal agent stating its willingness to serve as your sponsoring fiscal agent, AND (2) a copy of the sponsoring fiscal agency's IRS letter acknowledging its 501(c)(3) tax-exempt status.
- Write a detailed proposal not exceeding four (4) pages that answers the following questions:
  - a) What is the history of your organization, group or program?
  - b) What goal(s) is your organization, group or program trying to achieve, and how do you plan to accomplish your goal(s)?
  - c) Who will you serve or work with you to accomplish your goal(s)? Please describe the persons and location(s) you aim to serve in the Black Belt.
  - d) Provide one or two success stories.
  - e) What activities would you support with a Black Belt Community Foundation grant? What results will you produce? How will these activities further the Black Belt Community Foundation's goal of "taking what you have to make what you need?"
  - f) Who are the key leaders, volunteers and/or staff in your organization, group or program, and how do they contribute to your effectiveness?
  - g) What is the timeframe for your proposed activity?
  - h) How will you know that your proposed project has been successful?
  - i) What will the Black Belt Community Foundation grant funds be used for? **Provide a detailed budget illustrating the use of the grant funds, specifying each anticipated expense and amount.** Note that a grant may be used for: (1) a project with a specific anticipated result(s), and/or (2) an initiative that will help build the applicant organization's capacities (e.g., board development, technical assistance, long-range/strategic planning, etc).
  - j) What are your other sources of funding?
- Attach a list of current members of the applicant organization's board of directors or other relevant oversight-committee members or board for the proposed project or activity.
- Provide all remaining documents and information detailed in the Black Belt Community Foundation Grant Application Packet Checklist.
- Submit your completed grant application packet to:

**Felecia L. Jones, Executive Director**  
**Black Belt Community Foundation**  
**P. O. Box 2020**  
**Selma, AL 36702**

- Applications must be postmarked by June 1, 2006 for Round VI and by December 3, 2006 for Round VII.
- Proposals may also be hand-delivered to the Black Belt Community Foundation's office at 609 Lauderdale Street, Selma, AL no later than 5:00 PM Central Standard Time (CST) on the date due.
- Applications that are faxed will NOT be accepted.
- Organizations that have received funding are eligible to apply only once in a twelve-month period.

#### **Grant Application Packet Review Process and Timeline**

Round VI and VII grant application packets will be reviewed through a comprehensive process conducted by the Black Belt Community Foundation Grants Committee and staff. The review process will determine if an applicant organization is eligible to apply for a Black Belt Community Foundation grant, as well as if an applicant organization has submitted a complete application packet meeting all guidelines.

The Board of Directors of the Black Belt Community Foundation will make final decisions on the grant awards, and decisions will be announced in September 2007 for Round VI applications and in March 2008 for Round VII applications. All applicants will be notified of their award status in writing at that time. All funded projects will be expected to comply with the Black Belt Community Foundation's grant award evaluation process, which will be stipulated in detail in correspondence to be received upon award notification.

***Thank you for your interest in helping  
the Black Belt Community Foundation to  
"take what we have to make what we need!"***