African American Philanthropy In Action A GIVING CIRCLE

2016 INVESTMENT PROPOSAL

Please complete all of the information below for the applicant organization. If the applicant organization has a fiscal sponsor, the information below should refer to the applicant, *not* the fiscal sponsor.

Application period for 2016 Grant year will be from October 16, 2016 – December 15, 2016

Applications are due October 15, 2016

The Maximum Grant that will be awarded for 2017 is up to $5,000.00

Part I – Organizational Information

Applicant Organization				
Street Address				
City, State			**Zip**	
Phone			**Fax**	
Web Site				
Executive Director			**Phone**	
	E-mail			
Primary contact (if different from above)			**Phone**	
	E-mail			
Board Chair			**Phone**	
	E-mail			

Applicant organizations must meet the following eligibility requirements to submit this Investment Proposal application:

(A) Annual operating budget of less than $1.5 million and
(B) 501(c)3 status or use a fiscal sponsor with 501(c)3 status and
(C) African American-led organization.

A. What is your organization's current operating budget?	**$**	

B. What amount of funding are you requesting from AAPA?		

C. Is the organization incorporated as a nonprofit?	**Yes**		**No**	
Tax exempt under section 501(c)3?	**Yes**		**No**	
If not tax exempt, is there a fiscal sponsor?	**Yes**		**No**	
If applicable, name of fiscal sponsor:				

To qualify as an "African American led," organizations must meet at least one criterion under "leadership" and at least one criterion under "mission" in the table below. Please check all that apply:

Leadership		**Executive Director is African American**
		A majority of our management team is African American
		A majority of the people serving on the Board are African American
Mission		**Organizational mission statement targets African Americans or a African American subgroup**
		The majority of people served are African American

Please state your organization's mission: *(Your response should be no more than 100 words)*

Part 2 – Executive Summary

Please provide a summary of your proposal. (This section should be the final step in the completion of your application once all other sections have been finalized. Your response should be no more than 500 words.)

Part 3 – Full Proposal Narrative

Please answer the following questions in 10 pages or less using a 12-point font. Be sure to answer and number all questions.

1. Provide a brief background on your organization: date created, mission, primary office location, programs and constituency and geographic area served. *(Your response should be no more than 500 words.)*

2. Has the organization experienced significant issues (programmatic, management, or fiscal) in the past two fiscal years? What steps did your organization take to address them? Has your organization monitored the changes for ongoing effectiveness? *(Your response should be no more than 500 words.)*

3. Describe **project goals, objectives and activities** you will carry out with the goal of strengthening board governance and capacity. *(Your response should be no more than 500 words)* Please provide a detailed timeline.

4. How will you measure the **outcomes** that you anticipate as a result of your capacity building efforts?(i.e. what data will you collect to demonstrate impact?) *(Your response should be no more than 500 words)*

5. Why and how was this specific project selected? Using verifiable facts, data, or community statistics, demonstrate the need for the project. Who in your organization will provide the leadership to implement the capacity-building project(s)? *(Your response should be no more than 500 words.)*

6. What will your organization be able to achieve given this additional capacity? (Provide examples, such as specific improvements in service capacity, advocacy, fundraising, communications, etc.) How will this increased capacity ultimately benefit the African American community you serve? *(Your response should be no more than 500 words.)*

7. How will you sustain the support you are requesting after the grant period ends? *(Your response should be no more than 500 words.)*

8. Provide a narrative that explains the expenses in your Project Budget Form. *(Your response should be no more than 500 words.)*
9. Who are the project's collaborative partners? (Programmatic, funding, in-kind, etc.) (Your response should be no more than 500 words.)

Part 4 – Supporting Documents

In addition to the proposal narrative above, please attach the following documents:

- 501(c)3 Letter of Determination from the IRS (If your agency is not a 501(c)3 organization and you are working with a fiscal agent, please provide copy of IRS ruling letter and written fiscal agency agreement)
- List of current board of directors with professional/employment affiliation
- Organizational budget (please indicate the dates of your fiscal year)
- Copy of most recent audit or Federal 990 Form

Please mail completed applications to:
The Greater Kanawha Valley Foundation
C/O AAPA Grant Committee
1600 Huntington Square. 900 Lee Street East
Charleston, WV 25301

Questions please call 304.346.3620