

COMMUNITY COVID-19
UNITED RELIEF FUND GRANT
APPLICATION TUTORIAL



CENTRAL ALABAMA
COMMUNITY FOUNDATION

IS YOUR ORGANIZATION ELIGIBLE?

- Eligible organizations are 501(c)3 organizations serving **Autauga, Coffee, Dale, Elmore, Geneva, Henry, Houston, Lowndes, Macon, and Montgomery** counties.
- A place of worship is considered a 501(c)3 organization by the IRS without a letter of designation if it is following IRS guidelines.
- The goal of this grant is to assist organizations in supporting **basic needs and/or health and wellness efforts** related to the COVID-19 emergency and its aftermath.



CENTRAL ALABAMA
COMMUNITY FOUNDATION

REQUESTS NOT ELIGIBLE FOR THE RELIEF GRANT

- Requests by individuals
- Requests by government agencies
- General operating expenses or ongoing programming
- Support for fundraising drives, events, or marketing campaigns
- Support for endowments
- Projects involving partisan political advocacy
- Requests for religious purposes (although community service programs offered by faith-based organizations are eligible)
- Support for research
- Requests for organizational start-up costs



CENTRAL ALABAMA
COMMUNITY FOUNDATION

APPLYING FOR THE RELIEF GRANT: ACCOUNT SET UP

- If this is your first application with CACF and its affiliates AACF, ECCF, or SACF, you will need to set up an organizational profile to use the online grant process.
- You may select “Apply” under the “Grants” tab of the CACF website or use this link:
<https://www.grantinterface.com/Home/Logon?urlkey=cacfgrants>
- Select “Create New Account” and complete the requested information, including your password. If your organization already has a profile, you can be added as one of its contacts.



CENTRAL ALABAMA
COMMUNITY FOUNDATION

APPLYING FOR THE RELIEF GRANT: GETTING STARTED

The Application includes these fields that require specific information:

- Organization's information
- Applicant's name & job title
- Government agency status
- Nonprofit designation & type
- Project name
- Project Description
- Amount of request
- Collaboration with other groups
- Project time frame
- Project budget
- Required document attachments:
 - Operating budget - current year
 - Core operating standards for nonprofits
 - IRS letter of designation (if place of worship, may provide that proof in place of IRS letter)



CENTRAL ALABAMA
COMMUNITY FOUNDATION

YOUR ORGANIZATION

- Provide a brief description of your organization, including its staff, and service programs.
- Include the date the organization was founded and its mission.
- Provide key program accomplishments.
- Identify the geographic areas you serve.



CENTRAL ALABAMA
COMMUNITY FOUNDATION

PROJECT DESCRIPTION

- Describe the proposed project and its anticipated impact related to COVID-19.
- Be specific in identifying the need to be addressed and how your organization will meet this need.
- Outline how you will implement the project. Provide details that demonstrate you have a logical plan of action based on current best practices that will lead to meaningful outcomes.



CENTRAL ALABAMA
COMMUNITY FOUNDATION

PROJECT DESCRIPTION

- Describe the population you will serve with this project (list geographic areas of focus, partner agencies providing referrals, eligibility requirements, etc.).
- Be concise and straightforward in your writing.
- **DO NOT:**
 - Provide general organizational history in this section.
 - Include ongoing projects, unless they meet basic needs and health concerns of individuals impacted by COVID-19.



CENTRAL ALABAMA
COMMUNITY FOUNDATION

COLLABORATION

- List any organizations or volunteer groups partnering with you on this project.

TIMEFRAME

- Indicate the length of time the project will require. For the relief grant the maximum amount is three months from the award date.
- If the start and end dates are inflexible please indicate that fact (as this is a rolling application, you may receive the award at a date later than anticipated in the application).



CENTRAL ALABAMA
COMMUNITY FOUNDATION

PROPOSED PROJECT DESCRIPTION

- Provide a breakdown of how you will spend the requested money
- **EXAMPLE** - request for food distribution project:

[Project Name] Budget	
Revenues:	
• Community COVID-19 United Relief Fund	\$2,500.00
• Donations by Partner Businesses	\$500.00
Expenses:	
• Food	\$1,766.20
• Triple-Compartment Foam Container (200) \$16 ea. x 3	\$600.00
• Cutlery Packets (250) \$66.90 ea. x 2	\$133.80
• Bottled Water	\$500.00

- **DO NOT** list your organization's operating budget in this section as you will upload it later.



REQUIRED DOCUMENTS

- **Operating Budget - Current Year:**
 - Please attach your organization's overall operating budget for the current year as adopted by your board.

- **Core Operating Standards for Nonprofits:**
 - Please download and complete the standards provided in the application with answers based upon your organization's current policies/procedures.



CENTRAL ALABAMA
COMMUNITY FOUNDATION

REQUIRED DOCUMENTS

- **IRS Letter of Determination:**

- Your organization must have 501(c)3 designation to be eligible for this relief fund grant, and your IRS letter of determination must be attached.

- If your organization is a church that meets IRS regulations for automatic designation as a 501(c)3 organization, you may instead attach documentation that includes your EIN or demonstrates that you're an active place of worship.



CENTRAL ALABAMA
COMMUNITY FOUNDATION

HOW MANY TIMES MAY I APPLY?

- Your organization may receive up to 4 grant awards through separate applications. The grants may be for the same project if there is a continuing need for those resources and the organization has expended the prior grant funds.
- Your organization may submit multiple applications at the same time if they are requesting funds for different projects.



CENTRAL ALABAMA
COMMUNITY FOUNDATION

AWARD PROCESS

- Relief fund grants of up to \$2,500 will be awarded on a rolling basis on the 1st and 15th of the month as long as funds are available. The awards are streamed live at www.Facebook.com/cacfinfo on that day at 10 AM CST.
- Recipients will be notified via email
- If your application meets the grant's eligibility requirements, but isn't immediately funded, it will remain in the review process for.
- If your application is determined to be ineligible, you will receive an email that it has been denied. You can also check your online dashboard to see the application's status.



CENTRAL ALABAMA
COMMUNITY FOUNDATION

WHAT IF I HAVE FURTHER QUESTIONS?

Visit cacfinfo.org for all CACF grant information

Call CACF staff at (334) 264-6223

Join the CACF email list (subscribe at the bottom right of the homepage of our website cacfinfo.org)

Visit CACF's Facebook page (www.facebook.com/cacfinfo) where you can sign up for notifications about CACF and other nonprofits in our service area



CENTRAL ALABAMA
COMMUNITY FOUNDATION