



Anniston Community Education Foundation

818 Leighton Ave, Suite A
P.O. Box 1026 * Anniston, AL 36202
(256) 741.3299 * (256) 741.1631 Fax
www.annistoncef.org

“Empowering Youth in the Designated Area with Need Based Educational Resources”

GRANT APPLICATION

Deadline: December 15, 2017

Grants are awarded on yearly basis in amounts of \$1,000 to \$5,000 per year.

Grant Cycle February 1st through August 30, 2018

1. All programs/events must provide a direct service to children from the impacted area of the targeted communities. Funds must directly impact the youth and create a positive outcome that is measurable.
The funding initiatives are the following:
 - a. **Projects addressing struggles area children encounter in pursuit of education**
2. Applicants must complete the questions and meet the criteria outlined below. Programs/projects which have previously received funding will have to meet all the criteria to apply for additional funding. The established criteria is as follows:
 - a. Must address an educational need or opportunity in the targeted communities of Anniston, Oxford, Saks, and Wellborn.
 - b. What is the primary service of your organization?
 - c. Give a brief history of your organization, describing its purpose, activities, and accomplishments.
 - d. Describe the issue or problem to be addressed with grant funds.
 - e. What are the goals and activities of the proposed project?
 - f. List the steps you will follow to accomplish your objectives (plan of action, anticipated timeline, and staff/volunteer roles and responsibilities).
 - g. Supply a Line-Item Budget for the project.
 - h. List other prospective funders for the project and the amounts requested.
 - i. How will you evaluate the proposed activity/program?
 - j. Include project evaluation documents.
 - k. Include a written evaluation method for measuring outcomes and the impact of ACEF investment.
 - l. Attach a list of Board Members.
3. Applicants will be notified of their award determination status by January 30, 2018.
4. Grantees are required to sign a Grant Agreement.



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Instructions:

1. Complete the application. All applications are due by December 15, 2017 (applications must be received by **E-MAIL ONLY** to acef@annistoncef.org by 5pm). Late or incomplete applications will not be accepted or reviewed.
 2. Attach the following:
 - a. Front page of your Articles of Incorporation
 - b. Front page of your 501©3 award
 - c. Current 990
 - d. For school system’s applicants, attach a completed Form W-9 and Tax Exemption Letter.
 - e. Project narrative that explains the objective(s) of the program/event and provides a **detailed** description of how requested funds will be used.
 3. Attach an itemized budget that explicitly details how ACEF funds will be used.
 4. **Awardees must submit a Final Project Summary to Anniston Community Education Foundation no later than thirty (30) days after the event and before August 30, 2018. All funds must be spent by August 30, 2018. There are NO exceptions.**
 5. Submit letters of collaboration.
 6. Permission to deviate from any section of the original grant proposal must be requested in writing within a fourteen (14) day period prior to the date of change occurring (this includes but is not limited to program personnel changes, changes in location, budget revisions, etc.).
 7. You **must** attach a letter of approval, on official letterhead, from the financial manager and/or the immediate supervisor of the person submitting the grant.
 8. Attach a list of Board Members.
 9. For school system applicants, you **must** attach a letter of approval, on official letterhead, from the school’s principal and the school system’s Superintendent.
 10. Requests of organizations for programs working within the school system must have prior approval from the Superintendent’s office. This approval should come in the form of a letter, on letterhead, with the Superintendent’s signature and should be included as part of the grant proposal.
 11. **NO** funds will be sent directly to the Grantee. All expenses will be paid directly to vendors by ACEF. Submit approved invoices via e-mail **ONLY** to acef@annistoncef.org. Invoices will be submitted to vendors within ten (10) business days.
 12. All submittals **MUST** be sent to acef@annistoncef.org.
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NO grants are made to or for:

- Individuals (excluding scholarships)
- Religious purposes (Funds provided in grants by the Anniston Community Education Foundation may not be (1) used for a religious program (sectarian instruction, religious worship, or a school or department of divinity); or (2) used as part of a program in which a substantial portion of the activities are a component of a religious program.
- National fundraising drives



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NO grants are made to or for:

- Conference or seminar expenses
- Tickets for benefits
- Field Trips
- Political organizations or candidates for public office
- Lobbying activities
- Budget deficits
- Replacement of government funding cuts
- Special events / Fundraising dinners
- Computers, Laptops, Cell Phones, etc.

Announced and unannounced site visits by Anniston Community Education Foundation staff or representative will be conducted to observe the progress of the funded project.

NAME OF ORGANIZATION: _____

GRANT PROJECT TITLE: _____

ADDRESS: _____

CONTACT PERSON/TITLE: _____

PHONE NUMBER: _____

AMOUNT REQUESTED: _____

BRIEF PROJECT SUMMARY:

Signature

Date

For more information, please contact the ACEF office at (256) 741-1629 / 741-1630 or acef@annistoncef.org.