



Appalachian Community Fund

Technical Assistance Application

APPLICATION DEADLINE: No Deadline

However, please allow at least three weeks to process the request.

Email: grants@appalachiancommunityfund.org

Please read the application instructions before you begin. To complete the cover page and budget, click in the blank gray spaces and begin typing. Use the mouse to move between fields.

Organizational Background

Date Submitted:

Organization Name					
Address		City, State		Zip Code	
Phone Number			Fax Number		
Website			Organization Email		
Contact Person (include title)					
Contact Phone Number				Contact Email	
Do you have 501(c)(3) status?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list your EIN	
If no, list your Fiscal Sponsor's name					
Fiscal Sponsor's Contact Person and Address			Fiscal Sponsor's EIN		
Fiscal Sponsor Phone			Fiscal Sponsor Email		
Have you applied for funding from ACF in the past?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, indicate which year and which program. (i.e. General Fund, Technical Assistance, etc.)	
Current Fiscal Year Budget				Project Budget	Requested Amount
Does your work address a new or an emerging issue?		<input type="checkbox"/> Yes <input type="checkbox"/> No		How long have you been doing this work?	
Key issues that your organization/project is addressing:					
<input type="checkbox"/> Leadership development	<input type="checkbox"/> Fundraising; planned giving;	<input type="checkbox"/> Board responsibilities and roles	<input type="checkbox"/> Long range planning	<input type="checkbox"/> Financial management/planning	
<input type="checkbox"/> Legal issues, e.g., non-profit incorporation	<input type="checkbox"/> Community organizing	<input type="checkbox"/> Informing community/media about work	<input type="checkbox"/> Training fees, materials, and travel	<input type="checkbox"/> Other	
<p>Summarize Your Proposal: (Do not refer us to your proposal – your proposal MUST be summarized here.) Your summary should include: who you are, your primary constituents, the systems you are addressing, and the change you want to see as a result of your work. Approximately 150 words</p>					

Budget Information

Please fill in your budget information below. Do not use a separate form.

EXPENSES	Most Recently Completed Budget	Current or Projected Year
Salaries/Wages	\$	\$
Benefits/Taxes	\$	\$
Consultants/Stipends	\$	\$
Rent/Utilities	\$	\$
Office Supplies	\$	\$
Telephone	\$	\$
Postage/Mailing	\$	\$
Printing/Copying	\$	\$
Equipment	\$	\$
Travel/Transportation	\$	\$
Meetings/Conferences	\$	\$
Other, please specify		
1.	\$	\$
2.	\$	\$
Total Expenses	\$	\$
REVENUE	Most Recently Completed Year	Current or Projected Year
Foundation Grants	\$	\$
Corporate Donations	\$	\$
Individual Donations	\$	\$
Government Grants/Contracts	\$	\$
Membership Dues	\$	\$
In-kind Contributions	\$	\$
Fees for service	\$	\$
Other, please specify:		
1.	\$	\$
2.	\$	\$
Total Income	\$	\$

List your confirmed grants/corporate donations and award amounts for the current fiscal year below.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

List your pending grants/corporate donations and awards for the current fiscal year and their amounts below.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

BUDGET NARRATIVE

1. Please provide a brief explanation of how the money from this grant will be used.



PROPOSAL NARRATIVE

Your proposal narrative must be no more than two pages; additional pages will not be reviewed. Attach a Word Document or PDF file answering the following questions. Please include numbers and questions with each section.

Proposal Narrative

1. Briefly describe your organization's mission and recent achievements and challenges. Please describe how your organization or project fits in ACF's definition of social change. Describe the most important coalitions, collaborations, or networks that you participate in as part of social change work.
2. Describe your training/project needs.
3. Who will provide the training or lead the project?
4. Please list your goals or desired outcomes from the training/project. (What are you trying to accomplish, both within your organization and in Central Appalachia?) Please be specific and include measurable outcomes (e.g. number of members recruited, number of leaders developed, specific institutional change – whatever is appropriate for your work).
5. How will the training/project move your organization forward and how will the constituency benefit? 6. How will you know if you are successful in meeting your goals? (How do you evaluate your work?)

Additional Attachments

- 501(c) 3 letter OR a letter from your fiscal sponsor stating their willingness to be your agent with a copy of their IRS letter.
- Your most recent audit, **if you have one**. If you have never had an audit, instead include a statement to that effect.

Optional information:

- Your newsletter or other supporting material. Do not send more than one copy of each and send no more than five items total.