

ARKANSAS BLACK HALL OF FAME FOUNDATION
A Fund of the
ARKANSAS COMMUNITY FOUNDATION

Grant Guidelines

Proposal must be received or postmarked by the date shown below to be considered

IMPORTANT: Limit your proposal to no more than the Proposal Cover Page and two (2) single sided 8 ½ X 11 narrative pages plus the required attachments listed below. Submit one original and five (5) photocopies of the entire proposal. The narrative page(s) should include the following information:

1. **Background and rationale** (describe the problem, challenge, need or opportunity to be addressed and why it was chosen, how the proposed project was developed, who was involved in the planning, etc.)
2. **Detailed description of proposed project** (describe what will take place, when it will happen, where it will happen, who will make it happen, who will participate, partnering organizations, etc.)
3. **Anticipated outcomes to be evaluated** (describe the changes you expect to occur, how the changes will address the situation described in #1 above; how you plan to determine if the expected outcomes did happen as a result of the project; and how the success of the program or project will be measured)

Attach the following items to your cover page and narrative:

- a. **Itemized project budget** (include a justification for items which may be questionable to a reader who is not familiar with your field of work)
- b. **List of local contributions** (describe cash or in-kind contributions you have received or expect to receive from your community or other sources)
- c. **Copy of first page (and only the first page) of agency's IRS 501(c)(3) letter of determination** or proof of being a tax-exempt entity such as a school, church, or government entity (Applications submitted by tax-exempt organizations will receive priority consideration for grant awards.)
- d. **List of organization's board of directors** with addresses and phone numbers.

BE SURE BOTH THE PROJECT DIRECTOR AND THE BOARD CHAIR OR ANOTHER OFFICIAL REPRESENTATIVE OF THE ORGANIZATION SIGN THE COVER PAGE OF THE PROPOSAL. THE PROPOSAL IS NOT COMPLETE WITHOUT BOTH OF THESE SIGNATURES.

Mail or deliver all grant proposals by April 10 to:

**Arkansas Community Foundation
Union Station, Suite 206
1400 West Markham Street
Little Rock, AR 72201**

The entire grant application packet is available at the ARCF website www.arcf.org.
02/09

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Criteria for Proposal Consideration

Arkansas Black Hall of Fame Foundation Grants are designated to support programs and projects that address challenges and opportunities in the African-American and other underserved communities throughout Arkansas.

1. Focus of the grant proposals shall be education, health & wellness, youth development, and small business development and /or economic development within the Black Community of Arkansas.
2. All geographic sections of the State will be deemed eligible.
3. Providing scholarships for formal education at any level will not be considered an appropriate purpose for this fund.
4. Funds cannot be allocated for adult salary support in carrying out the duties of this project; otherwise the funds can be used quite flexibly in support of the goals of the proposal.
5. Funds cannot be used to support general operating budgets outside of the specific proposal or project.
6. Priority consideration will be given to:
 - Applications that show multiple sponsoring agencies/ organizations
 - Proposals that include evidence of local financial support (including, but not limited to, in-kind support)
 - Proposals that demonstrate collaborative ventures among organizations within the community
 - Proposals that have promise for sustainability beyond the period of the grant (applications should address this issue)
 - Innovation and appropriateness of the proposed project...for example, a proposal that merely asks for computer hardware will be given lower consideration than a project that shows how the agency's clients will participate in a number of technology projects that benefit them immediately as well as in the future.

The entire grant application packet is available at the ARCF website www.arcf.org.

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PROPOSAL COVER PAGE

Please complete and use this form as the cover pages of your grant application. Attach additional information as required in the grant guidelines. Submit one (1) original signed copy of your proposal and five (5) complete photocopies. (**NOTES:** This form may be reproduced. The entire grant application packet is also available at the ARCF website www.arcf.org.)

ORGANIZATION INFORMATION:

Name of Your Organization:

(Any other names within last five years):

Street Address/City/Zip:

P.O. Box Address/City/Zip:

Telephone Number:

FAX Number:

E-Mail Address:

Tax Identification #:

Primary Contact Name:

Title:

Telephone Number:

FAX Number:

E-Mail Address:

Other Contact Persons Involved in the Project:

Signature of Project Manager or Director:

Date:

Signature of Board Chair or Senior Executive Officer:

Date:

By signing and submitting this grant application, we agree that any funds received will be used for the below stated charitable purpose, such purpose being a legitimate charitable purpose as defined by the Internal Revenue Code.

PROJECT INFORMATION:

(Please provide a **TITLE** and a **BRIEF SUMMARY** of the project)

TITLE:

SUMMARY:

(Please limit your summary to this space)

PROJECT BEGIN DATE:

PROJECT END DATE:

Estimated NUMBER OF PROJECT PARTICIPANTS during Grant Period:

CAPACITY OF GRANTEE:

(Describe how the organization and project director are qualified to implement the project)

SUSTAINABILITY:

(Describe how the project will be funded after the grant period ends):

Requested dollar amount of grant: \$

(Grant awards will generally be in the \$1,000 to \$2,500 range, but may approach \$5,000)