

# COMMUNITY ORGANIZING/ TECHNICAL ASSISTANCE GRANTS

## Application Process and Forms

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**National Council of La Raza**

**Raul Yzaguirre Building**

**1126 16<sup>th</sup> Street, NW**

**Washington, DC 20036**

**Contact: Catherine Han Montoya, (202) 776-1563, [cmontoya@nclr.org](mailto:cmontoya@nclr.org)**

The National Council of La Raza (NCLR) is now accepting applications for our small grants program for emerging grassroots organizations engaged in community organizing. These grants are coupled with training and technical assistance to support and strengthen organizational infrastructure and community organizing work. (Please see Program Definitions below.)

Grants for as much as \$20,000 (note that the average grant size is \$10,000) are awarded in conjunction with training and technical assistance to strengthen emerging organizations that have a community organizing focus and, to the extent possible, are multifaceted, not single issued in nature. The primary purpose of this program is to strengthen low-income communities and neighborhoods by investing in the development of local leaders through the community organizing process.

**Eligibility:** Grants are awarded to nonprofit organizations that seek to assist Latino migrants in places where the population is new and emerging. If your organization does not meet this eligibility requirement, please contact Catherine Han Montoya at (202) 776-1563 or [cmontoya@nclr.org](mailto:cmontoya@nclr.org) for possible referral to another small grants program.

### **Program Definitions**

- **Community organizing:** For the purpose of this program, community organizing is understood as the process of building a powerful, community-controlled, democratically run, inclusive, grassroots organization capable of developing leaders and effecting social change for its constituent members. Note that direct service projects are **not** eligible for funding.
- **Emerging local groups:** The formative stages of organizational development are gauged from general indicators of staff, budget, membership size, number and type of projects completed, and impact in the community. However, we recognize that the definition of “emerging” is related to the specific community in which the organization is located.
- **Small grant:** As much as \$20,000 that can be used effectively to meet the goals and objectives of the receiving organization (note that the average grant is \$10,000).
- **Technical assistance:** The provision of direct services by NCLR to funded groups to promote maturation and growth (e.g., fundraising, board and staff training, development of office management techniques, assistance with incorporation, goal setting).
- **New and emerging Latino communities:** Regions of the country that have seen an 100% increase of the Latino population as compared to the general population or communities that

have seen a dramatic increase of a Latino subpopulation in a community that has been traditionally dominated by another Latino subpopulation.

**Please submit application and supporting materials electronically to [cmontoya@nclr.org](mailto:cmontoya@nclr.org) no later than Tuesday, May 1, 2007.**

## **Application Process**

1. **Read these instructions carefully.** If you have any questions about any of the definitions, criteria, standards of eligibility, or other information requested, please discuss them with the contact person on the cover page.
2. Prepare responses to all the questions on the application form and provide all additional requested information.
3. **All applications must be received by Tuesday May 1, 2007.**
4. Applications will be reviewed according to the stated criteria, guidelines, and definitions. All applicants will receive notification indicating their status by June 4, 2007.
5. If your organization receives a grant award, a signed contract will be required delineating the responsibilities of your organization and NCLR. The minimum elements in this contract will include:
  - Completion of the funded group's detailed profile in its entirety. (If you receive a grant, you will be able to request technical assistance to complete this profile.)
  - The funded group's agreement to use funds consistently with the budget in the request.
  - The funded group's agreement to expend the small grant within 12 months of the award and to return funds not expended within that 12-month period to NCLR.
  - Agreement with the terms of technical assistance, site visits, Annual Conference participation, and reporting.
  - The nature of technical assistance and dates for site visits will be mutually agreed upon by NCLR and the funded group.

**If you have questions or need assistance with this application, please call the contact person on the cover page.**

# Criteria and Guidelines

To be eligible for funds, an organization must satisfy the following criteria and guidelines.

**Please bear in mind that because funds are limited, eligibility does not guarantee funding.**

Please carefully read the following criteria:

## Criteria

Applicants must meet the following minimum criteria:

- Provide evidence of broad-based community support for your activities
- Provide evidence of strong leadership at the board and/or staff levels demonstrating accountability to the membership on decision-making
- Provide evidence of your ability to manage funds responsibly
- Present clear, manageable objectives for use of the small grant in accordance with the definition of community organizing on the cover page of this application
- Must organize among low-income residents
- Shall be engaged in charitable purposes as defined by the IRS (even if your organization is not incorporated as a 501(c)(3), you still must be engaged in charitable purposes as defined by the IRS)

# Small Grant Application Cover Sheet

**Name of your organization**

\_\_\_\_\_

**Mailing address**

\_\_\_\_\_

**City**

\_\_\_\_\_

**State**

\_\_\_\_\_

**Zip**

\_\_\_\_\_

**Phone**

\_\_\_\_\_

**Fax**

\_\_\_\_\_

**Website**

\_\_\_\_\_

**Email**

\_\_\_\_\_

**Lead project contact person**

\_\_\_\_\_

**Are you incorporated?** \_\_\_\_\_

**If yes, in what state?** \_\_\_\_\_

**If your organization is not incorporated, please provide the following information of your fiscal sponsor:**

**Name of fiscal sponsor**

\_\_\_\_\_

**Mailing address**

\_\_\_\_\_

**City**

\_\_\_\_\_

**State**

\_\_\_\_\_

**Zip**

\_\_\_\_\_

**Phone**

\_\_\_\_\_

**Fax**

\_\_\_\_\_

**Website**

\_\_\_\_\_

**Email**

\_\_\_\_\_

**Contact person**

\_\_\_\_\_

# Proposal Narrative

**This narrative section describes your organization, your community, and your proposed work and technical assistance.**

**Please provide the following information, and do not exceed four pages in length.**

- **Organization’s Mission**

Describe who you are, why you exist, and what you do.

- **History of Your Organization**

Describe your history to date, including the age of your organization and key accomplishments or areas of significant work in your community.

- **Community Background**

Describe the community, constituency, or neighborhood that you work in or plan to work in. Include any demographic information that you have (e.g., total number of people, racial and ethnic makeup, poverty rate, public benefits rates). Describe the challenges, problems, and assets of the community or constituency.

- **Issue(s) to be Addressed**

Describe the issue(s) or problem(s) you intend to address with this grant.

List specific goals or outcomes you hope to achieve as a result of this grant and technical assistance.

- **Technical Assistance**

List up to three specific goals for growing and strengthening your organization, such as:

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| Board development                    | Working effectively with boards    |
| Fundraising                          | Membership recruitment/development |
| Strategic planning                   | Staff development                  |
| Leadership development               | Developing issue campaigns         |
| Establishing/sustaining partnerships | Incorporation                      |

Please list any other technical assistance needs your organization has identified.

# Attachments

- **Required Attachments**

- ⇒ Current organizational budget, including projected expenditures and expected income (source and amount).
- ⇒ If you have developed one, a budget for the project you are proposing.
- ⇒ Financial statement from the end of your last fiscal year showing actual expenditures and income (source and amount).
- ⇒ List of board of directors with officers identified.
- ⇒ If your organization has paid staff, a list of staff members and their roles in the organization, including identification of the lead staff person for this grant.
- ⇒ If the project will be undertaken by volunteers, a list of the few key volunteers, including identification of the lead volunteer or contact person for this grant.
- ⇒ If applicable, IRS determination letter; otherwise, include a copy of the memorandum of agreement from your fiscal sponsor.

- **Optional attachments (maximum of three pages)**

- ⇒ Media clippings, letters of support from other organizations or project partners, or other printed material relevant to your organization/issue.