

EMERGING LATINO COMMUNITIES INITIATIVE COMMUNITY ORGANIZING/ TECHNICAL ASSISTANCE GRANTS

Application Process and Application Form

National Council of La Raza

Raul Yzaguirre Building

1126 16th Street, NW

Washington, DC 20036

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The National Council of La Raza (NCLR) is now accepting applications for its grant program for community organizing groups. These grants are coupled with training and technical assistance to support and strengthen your organization and your community organizing work. (Please see the program definitions below.)

Grants of up to \$20,000 (note that the average grant size is \$10,000) are awarded in conjunction with training and technical assistance to strengthen community organizing groups that are multifaceted and not single-issue in orientation. **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 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, and inclusive grassroots organization capable of developing leaders and creating social change for its constituent members. In general, the process of community organizing involves membership recruitment, leadership development, issue identification, and the development and execution of campaign strategies. Staff serve the members who are the decision-makers for the organization. Note that direct service projects are *not* eligible for funding.
- **Subgrant:** An amount up to \$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 training and/or consultation by NCLR to funded

groups to promote maturation and growth, e.g., fundraising, board and staff training, development of office management techniques, budgeting, assistance with incorporation, and goal setting.

- **New and emerging Latino communities:** Regions of the country that have experienced a 150% increase in the Latino population as compared to the general population, or communities that have seen a dramatic increase in a Latino subpopulation in a community that has been traditionally dominated by another Latino subpopulation.

Please submit application and supporting materials electronically to schoi@nclr.org no later than close of business Friday, May 30, 2008.

Application Process and Instructions

1. **Read these instructions carefully.** If you have 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 Friday, May 30, 2008.**
4. Applications will be reviewed according to the stated criteria, guidelines, and definitions. All applicants will receive notification indicating their status by July 1, 2008.
5. If your organization receives a grant award, a signed contract will be required outlining the responsibilities of your organization and NCLR. The minimum elements in this contract will include:
 - Your completion of a form (Form X) stating organizational goals and objectives and a detailed profile of the leadership, members, community demographics, and constituents (if you receive a grant, you will be able to request technical assistance to complete this profile).
 - Your signed agreement to use grant funds in accordance with the budget in the request.
 - Your agreement to expend the grant within 12 months of the award and to return funds not expended within that 12-month period to NCLR.
 - A mutually agreed-upon plan between your organization and NCLR for the terms of technical assistance, site visits, conference participation, and reporting.

If you have questions or need assistance with this application, please call Sun Hee Choi at schoi@nclr.org or (202) 776-1754.

Criteria

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.

Carefully read the following criteria:

Criteria

Applicants must meet the following minimum criteria:

- Provide evidence of 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.
- Organize among low-income residents.
- 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).
- Located in regions of the country that have experienced a 150% increase in the Latino population as compared to the general population, or communities that have seen a dramatic increase in a Latino subpopulation in a community that has been traditionally dominated by another Latino subpopulation.

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 yes, please attach a copy of your IRS determination letter.**

**If your organization is not incorporated, please provide the following
information on your fiscal sponsor and attach a copy of your sponsor's IRS
determination letter and your memorandum of understanding with your fiscal
sponsor:**

**Name of Fiscal
Sponsor**

Mailing Address

City

State

Zip

Phone

Fax

Website

Email

Contact Person

Proposal Narrative

The narrative section describes your organization, your community, and your proposed work and technical assistance needs. Please follow this outline and do not exceed five 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. Illustrate community support for your activities.

- **Details of your organizational structure**

Describe your size, structure, and who is involved with the organization. Provide evidence of leadership at the board, staff, and member levels, demonstrating accountability to the membership. Describe your organization’s system for managing financial resources.

- **Community background**

Describe the community, constituency, or neighborhood in which you work or plan to work. 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 some specific goals or outcomes related to the issue(s) or problem(s) that you hope to achieve as a result of the grant and technical assistance.

- **Technical assistance**

List and very briefly describe up to three goals for growing and strengthening your organization, such as:

- | | |
|--------------------------------------|------------------------------------|
| Board development | Staff/member/board relationships |
| Fundraising | Membership recruitment/development |
| Strategic planning | Staff development |
| Leadership development | Developing issue campaigns |
| Establishing/sustaining partnerships | Incorporation |

Attachments

- **Required attachments**

- ⇒ Current organizational budget, including projected expenditures and expected income (by source and amount)
- ⇒ If available, the budget for the project you are proposing for grant support
- ⇒ Financial statement from the end of your last fiscal year showing actual expenditures and income (by source and amount)
- ⇒ List of board of directors identifying your officers and length of board service for each member
- ⇒ A list of staff members and their roles in the organization, including identification of the lead staff person for this project
- ⇒ A list of key organizational members who will be involved in this project, including identification of the lead volunteer or contact person for this project
- ⇒ Your IRS determination letter, if applicable; otherwise, a copy of the memorandum of understanding from your fiscal sponsor and a copy of your sponsor's IRS determination letter

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

- ⇒ Media clippings, letters of support from other organizations or project partners, or other printed material relevant to your organization or the issue(s) you plan to address