

**Building Community Services that Grow Local Economies (BCS)
Application for Capacity Building Assistance**

Organization: _____

Mailing Address: _____

Physical Address: _____

Contact Person and Title: _____

Phone #: _____ E-mail address: _____

Organizational Website (if applicable): _____

Provide a brief summary of your organization's history and mission: (attach additional information as needed—1 Page Maximum)

Total annual organizational budget: _____

Beginning date of fiscal year: _____

Number of staff in the organization (how many full- and part-time) _____

Federal ID #: _____ IRS 501(c)(3) nonprofit? Please circle: **YES** **NO**
If no, do you plan to apply? Please circle: **YES** **NO**

Signature Executive Director/Authorized Official

Date

Signature Board Chair/President

Date

Signing above certifies you have read and agree to comply with the standards outlined in the document titled *Building Community Services that Grow Local Economies (BCS) - Capacity Building Assistance Policies & Procedures*.

I. ORGANIZATION AND SERVICES INFORMATION (40%) 5 Page Maximum

- A. Describe your current or planned community programs, activities, and accomplishments and how they relate to one or more of the following economic recovery activities:
 - 1. Fostering job creation
 - 2. Helping low-income individuals secure and retain employment
 - 3. Removing barriers to employment for low-income individuals
 - 4. Creating a system of support that transitions clients from unemployment to self-sustainability that addresses gaps in this process
 - 5. Assisting clients gain access to State and Federal benefits
- B. Describe who you serve (or want to serve) and their need. How was that need determined?
- C. Explain what makes your organization unique from other organizations.
- D. Explain how your organization works with other groups to serve your clients.
- E. If you work in partnership with the Department of Family & Children Services and the temporary assistance to needy families (TANF) program, please describe that work.

II. CAPACITY BUILDING ASSISTANCE INFORMATION (50%) 5 Page Maximum

- A. Organizations tend to go through developmental phases. Briefly describe your organization's development to date and any progress that you envision over the next few years.
- B. Within your organization, what internal barriers or opportunities – if addressed – would enable you to provide improved services related to economic recovery to your population?
- C. Describe your organization's staff and board leadership, including current roles/activities of the Board of Directors. What would be the leadership's role in training or technical assistance, if awarded?
- D. Describe any specific areas of your organization you have identified that could be developed (refer to the five capacity building areas defined in the Policies & Procedures).
- E. If these activities were successful in building capacity, describe how your economic recovery services be affected (number served, outcomes of service, etc.).
- F. If funds are available to enhance your capacity building efforts, how would they be allocated? Complete the project budget below for capacity building assistance.

IV. ATTACHMENTS AND OTHER SUPPORTING DOCUMENTS (10%)

Please provide the following attachments and any relevant supporting documents:

- A. Complete 'Org Assessment Tool' and attach printed copy of results to Application. Go to www.innonet.org, register for username and password, log-in, click on 'My Organizations,' Add New Organization (fill in your organizational information). Click on 'Tools', choose 'Org Assessment Tool' from drop-down list. Click on 'New Organization Assessment', click on 'NEW' under your nonprofit organization name, title the assessment 'BCS Application,' complete assessment. After completing assessment, click on 'To Review.' Choose "All" and print off results then choose 'Show Responses' and print off results. Attach all results to application. This process will take approximately 30 minutes.
- B. Organization's annual budget for current year
- C. Organization's most recent audited financial statement (if available) or Form 990.
 1. If neither one of these is available, provide the organization's income and expense report for previous year.
- D. Current board of directors' list with names, board titles, employment affiliations and/or community sector represented.
- E. Copy of document showing organization's proof of nonprofit status (only one of the following needed):
 1. 501(c)(3) letter
 2. Verification of Incorporation from the Secretary of State (may be printed off at: <http://corp.sos.state.ga.us/corp/soskb/csearch.asp>)
 3. For organizations with state or national parent organization, please provide documentation for parent organization
- F. Supporting materials such as program or project brochures, collaboration agreements with other organizations, letters of support, etc. (optional; if provided, no more than 10 pages total)

V. APPLICATION SUBMISSION

Applications should be typed, double-spaced, one sided, pages numbered, and in 12 point font.

The following items are due January 22, 2010:

- One Original, Signed Application including required attachments and supporting documents— MAILED (must be postmarked by January 22, 2010 or earlier).
- One EMAILED submission of Application (if able, please also email required attachments and supporting documents, but hard copies only are acceptable)—email to BCS Project Director by 5pm January 22, 2010. If you have a barrier to emailing your application, please contact Jennifer Cantwell by January 1, 2010 to make alternative arrangements.

Application Packets must be SENT and EMAILED to:

ACTION, Inc.
ATTN: Jennifer Cantwell
BCS Project
P.O. Box 1072
Athens, GA 30603
Email: bcsapplication@gmail.com

If you have any questions about the Policies & Procedures or the Application, please contact:

Jennifer Cantwell, BCS Project Director
706/546-8293 ext. 40—office
706/424-8635—cell
cantwelljenn@gmail.com

Emails and phone calls will be accepted until 5pm on January 22, 2010. Lead Agencies will not accept inquires about status of applications after submission, but may contact applicants for additional information if needed.