

RurAL CAP Foundation Application

Fiscal Year 2020 Form

Application deadline applying for (check one): Nov. 30, 2019 Apr. 30, 2020 Aug. 31, 2020

Organization Information

Full legal name of the applying organization _____ Department or Program (if applicable) _____

Mailing address _____ City _____ State _____ Zip code _____

Phone number _____ Fax number _____ Email address _____

Name and title of person who will submit the final report _____ \$ _____
Amount of funding requested

Brief title of your proposed project: _____

Foundation Guidelines

Type of organization submitting application (select one):

- 501(c)(3) nonprofit (copy of IRS determination letter must be attached)
- Governmental (e.g. tribal council, city council)

Has your organization received a grant from the RurAL CAP Foundation in the prior 12 months?

(Please call if you are uncertain of your grant status.)

- Yes (date awarded): _____
- No
- Unknown

Attachment Checklist

- IRS Determination Letter***: 501(c)(3) nonprofits must attach a copy of their most-recent IRS determination letter which clearly indicates that the applying organization is a 501(c)(3) nonprofit. *Only needed if you checked the 501(c)(3) box above. It is not needed if you checked on the governmental box.
- Proposal Letter**: Applicants must attach a **one- or two-page** proposal letter, including the following:
 - ✓ **Organization** - Include full legal name, address, and phone number of the organization with a brief statement about the organization and the community.
 - ✓ **Project Description** - Describe the project; include the need and proposed activity. Also include the name of the person who will be in charge of the project (phone number and email address if available) and if it is a travel grant, provide name of the traveler.
 - ✓ **Benefit** - Describe how this grant will benefit the community as a whole. Include conference, workshop or training agendas (if applicable).
 - ✓ **Budget** - Clarify the amount of the request and describe how the funds will be used.
 - ✓ **Report** - Identify who will take project photos and submit a one-page final report.

Authorization

I am an authorized representative of the applying organization. To the best of my knowledge, this application represents the organization in a fair and truthful manner. The organization will conform with the Foundation requirements if it is awarded funds.

Signature/Title _____

Date _____

RurAL CAP Foundation Guidelines

Fiscal Year 2020

The RurAL CAP Foundation funds a limited number of small grants for educational and charitable purposes that focus on low-income people and rural communities. Grants are made in the amount of \$500 to \$7,500. Traditionally, the average grant has been between \$2,500 and \$4,000. Eligible applications are considered from 501(c)(3) nonprofit and governmental organizations in rural Alaska which do not have an open grant, and which have not received a grant from the Foundation in the prior 12 months.

The Foundation's major interests are to:

- Provide support to low-income people to expand their capabilities through training and educational opportunities;
- Provide opportunities for community representatives to participate in forums, workshops, and conferences that protect and enhance cultural traditions and subsistence practices;
- Strengthen the skills and capacity of local leadership in rural communities; and
- Promote healthy people, sustainable communities and vibrant cultures.

Examples of the Types of Grants Awarded

- Projects that encourage the sharing of knowledge and engage volunteers and community members;
- Events where community members learn skills for life, such as a youth music camp or Elders teaching youth how to subsistence hunt or fish;
- Projects that have long-term impacts on a community, such as building a garden or recycling center; and
- Events that build the capacity of local government, such as workshops on project design and proposal writing. (Foundation funds are often awarded for supplies and transportation costs; funds are typically not awarded to pay stipends to people who might otherwise volunteer or to buy laptops or equipment that benefits only a few.)
- The Foundation generally doesn't fund:
Employee salaries, overhead or indirect, paying wages for work normally done by volunteers (e.g. picking up trash), junk food or soda pop.

Application Process

Applicants must submit the RurAL CAP Foundation application form, a copy of their IRS determination letter (if they are applying as a non-profit), and a **one- to two-page proposal letter** including the following information:

- *Organization* – Include full legal name, address, and phone number of the organization with a brief statement about the organization and the community.
- *Project Description* - Describe the project; include the need and proposed activity. Also include the name of the person who will be in charge of the project (phone number and email address if available) and if it is a travel grant provides name of the traveler.
- *Benefit* - Describe how this grant will benefit the community as a whole. Include conference, workshop or training agendas (if applicable).
- *Budget* – Provide a detailed budget for the amount of the request and describe how the funds will be used. Please see the example below as a recommended format.

Example Budget

Expense 1	XXX.XX
Expense 2	XXX.XX
Expense 3	XXX.XX
Expense 4	XXX.XX
Expense 5	XXX.XX
Expense 6	XXX.XX
	<hr/>
Total Budget	XXX.XX

Report - Identify who will take project photos and submit a one-page final report.

The letter submitted to the Foundation needs to be signed by the authorized representative of the local government or nonprofit organization in the community requesting the funds. Applications may be faxed, mailed or emailed to the Foundation. The Foundation board of directors will approve/disapprove requests received by April 30, August 31, and November 30 at their regularly scheduled meetings in May, September and December. *Awards are made 30 days after the application deadline.* The Foundation will not fund applications for projects or events that occur prior to the expected award date. Grant recipients have 12 months to successfully complete their project and submit a one-page final report.

Contact:

RurAL CAP Foundation

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