



## **Grant Application Form for Small Grants (under \$20,000)**

Before completing this application form, please read the [Grant Guidelines](#) in the **Information for Applicants >> Before You Apply** section of this web site!

<b>COVER SHEET</b>
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**Name of Applicant Organization:**

**Mailing Address:**

**Street Address (if different):**

**City, State, Zip Code:**

**Contact Person:**

**Name, Title, Work Phone**

**Fax, E-mail, Address**

**Name of Sponsoring Agency/Fiscal Agent (if applicable):**

**Mailing Address:**

**Street Address (if different):**

**City, State, Zip Code:**

**Contact Person:**

**Name, Title, Work Phone**

**Fax, E-mail, Address**

**Contact for Questions about the Application:**

Phone:

**COVER SHEET - CONTINUED**

**Area of Grant Request** (check only one):

- Cultural Preservation                       Economic Development  
 Environmental Preservation                 Creation of Employment Opportunities

**Grants** (check only one):

- Project Specific                       Planning                       Capacity

**Applicant Organization Type** (check only one):

- Arts and Culture  
 Civic and Community  
 Environment  
 Religious  
 Health and Human Services  
 Education:  Preschool  K-12  Post-secondary  
 Government Agency/ Unit:  Tribal  City/County  Regional  State

**\*\* Please indicate your tax status by checking a box below \*\***

- School or Institution of Higher Learning      OR       501(c)(3)

Government Agency:

- Tribal     Regional  
 City/County                                       State

**Tax Identification Number:** \_\_\_\_\_

If your organization is a school or government agency, an attachment is required from an appropriate legal officer confirming status.

For 501(c)(3) nonprofit organizations:

Is the name of the organization, as shown above, the same as it appears on the Internal Revenue Service Letter of Determination?  Yes  No

If not, explain:

Applicant was recognized by the Internal Revenue Service as an organization described in section 501(c)(3) of the IRB Code by letter dated: \_\_\_\_\_

(A copy of your Internal Revenue Service determination letter specifying your tax-exempt status under Section 501(c)(3) of the Internal Revenue Service Code must be provided before the Foundation will consider any proposal.)

**FUNDING REQUEST – SECTION ONE**

**Total Project Cost:** \$ \_\_\_\_\_                      **Amount Requested:** \$ \_\_\_\_\_

**Percent This Request is of Project Total:** \_\_\_\_\_%

**Percent of Funding Already Secured:** \_\_\_\_\_%

**Project Title Name:**

\_\_\_\_\_

**Project Summary** (describe your project in three to four sentences below):

\*\*\* RTCAR's grantmaking role is to help a deserving program or project get started, but will rarely will provide more than 50% of start-up funding, and it generally does not provide funding for multiple years.

**APPLICANTS:** It is very important that regional entities seeking RTCAR assistance form a collaborative partnership with the Eastern Band of Cherokee Indians (EBCI). This means that EBCI and any other partners will fully participate in the proposed program/project.

## FUNDING REQUEST – SECTION TWO

Please submit narrative information in the order requested. Use no more than two pages to address Questions A-H. Identify each response with the corresponding letter. Answer all parts of every question.

### 1) ORGANIZATIONAL BACKGROUND

- A. **Mission**—What is your organization’s purpose (mission statement)?  
\_\_\_\_\_
- B. **Leadership**—How is your organization governed and how many staff do you employ full-time and part-time?  
\_\_\_\_\_
- C. **Skill Building**—What recent attempts have you made to build the skills of your organization or program (such as trainings, workshops and/or professional development)? Grant applicants who attend the Cherokee Preservation Foundation receive funding priority in regards to their grant application. Information about available training sessions is at [www.cpfndn.org](http://www.cpfndn.org)  
\_\_\_\_\_
- D. **Qualifications**—How is your organization qualified, with respect to past accomplishments, to do the proposed work?  
\_\_\_\_\_

### 2) PROJECT DETAILS

- E. **Need**—What is the need (problem) or opportunity this project will address? How did you identify this need/opportunity? List similar projects or organizations, if any, and explain how your proposal differs. Describe how you currently work and/or will work with others who are involved in similar efforts.  
\_\_\_\_\_
- F. **Constituency/Geography**—Who will benefit from this project and where will it be located?  
\_\_\_\_\_
- G. **Involvement**—How has the community been involved in the development of this project?  
\_\_\_\_\_
- H. **Partnerships**—If this is a collaboration, describe your relationship with your partners. RTCAR encourages collaborative efforts. For regional entities, it is very important to form a partnership with the Eastern Band of Cherokee Indians (EBCI). This means that EBCI and any other partners will fully participate in the proposed program/project.  
\_\_\_\_\_
- I. **Sustainability**—What are your plans for financial support of this project after the grant period ends?  
\_\_\_\_\_

### 3) IMPACT

Complete the attached Grant Work Plan. RTCAR staff is available to assist you with identifying project goals and planning measurements. Our ability to measure the impact of your work will be a determining factor in our grant selection process.

**BE ADVISED: IF YOU HAVE AN OUTSTANDING GRANT(S)**

If you currently have a grant from the Cherokee Preservation Foundation, you must provide information on the progress of your project to date.

Once your grant application is received, we will send you an Outstanding Grant Report form that must be completed with the following information

- Total grant amount and amount spent to date.
- Estimated completion date for the project.
- List the original goals included in your Grant Evaluation Plan and indicate the status of each
- Describe any significant changes in plans since the start of the grant as well as challenges you have related to completing the project.

Unless this report is returned within the required time, this new grant application will not be considered.

<b>RTCAR – APPLICATION CHECKLIST</b>
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**For your application to be considered complete, all items below must be included in your application package, which must be received in the Foundation office no later than the deadline date (See Grant Calendar). Please complete this checklist to make sure that all the required material has been included in your application package.**

Please call the Program Staff of the RTCAR (828-554-6856) at any time to ask questions or discuss this application process. They are available to assist you so that your application can be as complete and as successful as possible.

Please assemble and submit five complete sets that include one each of the following items. **DO NOT USE STAPLES** – paper clips are just fine. If materials are not submitted properly, we will ask you to resubmit your application.

- 1. Cover letter**  
Your application package should be preceded by a cover letter on your organization's letterhead signed by your executive director.
  
- 2. Application Form**  
Cover Sheet (2 pages)  
Funding Request – Section One (1 page)  
Funding Request – Section Two (Responses to Questions A-H, 2 pages)
  
- 3. Grant Work Plan**  
Complete the form according to the Grant Work Plan instructions that follow.  
Grant Work Plan – Part One – is due at the same time as this application deadline.  
Grant Work Plan – Part Two – is due when the project is completed.
  
- 4. Outstanding Grant Report (If applicable)**  
If you have a grant from the Cherokee Preservation Foundation, you must submit this report on the progress of your project to date. (See Funding Request – Section Two for details.)
  
- 5. Proposed Budget Form**  
Complete the form according to the Proposed Budget Form instructions that follow.
  
- 6. Board List** Include member affiliations, addresses and phone numbers.
  
- 7. Staff List** Include titles and main responsibilities/functions.
  
- 8. Financial Report**  
Annual financial statements for the most recent two years. Audited statements are preferred. Tribal programs should submit a detailed program budget for the current year instead of financial statements.
  
- 9. Operating Budget** For organization's current operating year.
  
- 10. Partnership Information (If applicable)**  
If the project for which you are seeking funds is conducted in collaboration with other organizations, include letters or other documentation from them indicating their roles, responsibilities and contributions to the project.

## GRANT WORK PLAN – INSTRUCTIONS

Goals: Clearly defined goals help to better understand the impact this grant will have on the community. These goals should be identified early in the project design, since they are the basis for structuring the activities that are critical to successfully achieving the desired outcomes. The following instructions are provided to assist you in developing project goals for this grant and complete the required Grant Work Plan.

### **Step 1: Goals**

Goals are the statements that explain what will change as a result of your grant. They should be directly related to what is achievable if you successfully complete the action steps that you are planning for this project. For each goal, define who and what will change as a result of the grant. Example: Greater participation in Cherokee Language by mothers and children. You may refer to the “Sample Goals and Measurements” sheet for more examples.

### **Step 2:**

Make sure that, for each goal you write, you can answer “yes” to the following questions:

1. Is the impact you describe a direct benefit of your project?
2. Is the impact very important to your organization?
3. Are you confident that this change will actually occur?

In short, narrow your goals to between 1 and 3 that are a direct benefit of your project, are very important to your organization, and have the greatest chance of occurring.

### **Step 3: Action Steps**

Action Steps are the activities you will carry out in order to reach your goals. Describe the Action Steps you plan for this project, focusing on the ones that will be supported with funds from this grant request. Indicate the timeframe for each activity (sequence and duration) throughout the grant period.

### **Step 4: Measurements**

How will you know whether you reach your goals? For each goal, decide on the measurements you will use to show they are achieved. For example, you may provide information about:

The tools you will use to measure impact. Possible measurement tools might be questionnaires, surveys, observation, interviews, focus groups, tests, etc.

Who will collect the data

When the assessment will be performed (e.g. at completion of program, once a quarter, before and after services, etc.)

These measurements may be very simple and, if there are costs involved in carrying them out, you may include those costs in your project expenses as part of your funding request to the Foundation.

### **Step 5:**

Review your Grant Work Plan one final time to ensure that each goal is important and can be achieved. We are not looking for quantity – quality is much more important. Remember – keeping it simple and clear is best so that it makes sense to you as a work plan and so that we can use this information to follow your progress!

*Please feel free to contact RTCAR staff if you have questions.*

## PROPOSED BUDGET FORM INSTRUCTIONS

**Proposed Budget Form.** You will use this two-page form to tell us how your proposed project will be funded and what kinds of expenses your project will incur. Please note the following instructions when completing the budget form.

### **Project Expenses.**

Please list your proposed project expenses under the appropriate budget category:

- In the first column, show the total project cost for each line item. In the next four columns, show the amount of the line item to be funded by each funding source listed in the column headings. Do this for all applicable line items.
- Where line item descriptions are requested please provide enough detail so that we can gain a clear understanding of how your budgeted expenses relate to the implementation of your proposed project.
- Under the “Personnel” category, list only the wages or salary for each position. Fringe benefits and indirect cost charges related to salaries should be listed separately on the lines provided.

### **Budgeting for Fringe Benefits, Indirect Cost or Grant Administration Cost**

RTCAR prefers not to fund fringe benefits and indirect cost charges, and suggests that grantees provide for these costs through other funding sources and use them as matching funds for RTCAR grant awards. However fringe benefits, indirect cost, and grant administration cost may be funded on an exceptional basis, subject to the following limits:

When a grant budget includes salaries or wages, up to 10% of the total salaries in the grant salaries in the grant budget may be allocated to fringe benefits and an additional 10% may be allocated to “indirect cost.”

When a grant budget does NOT include salaries or wages, up to 10% of the total grant project cost may be allocated to “grant administration cost.” However, this amount may not exceed \$20,000.

A grantee may budget funds for either the “indirect cost” line item or the “grant administration cost” line item, not both.

### **Exceptions to these limits may be considered in the following situations:**

- The grantee is a school or university
- The grantee is serving as a fiscal agent for a grant project that includes salaries
- An exceptional circumstance exists with regard to the grantee
- The grant project is related to a CPFdn initiative

### **Budgeting for Fiscal Agent Fees**

When a grantee utilizes another organization as a fiscal agent to manage the record-keeping for their grant project, the fiscal organization may charge a fee for their services. Fiscal agent fees range between 5% and 10% of the total grant project cost. The maximum RTCAR will fund for these fees is 10%. If a fiscal agent fee is charged in a grant budget, indirect cost and grant administration cost may not also be budgeted.

**In-kind Contributions.**

Organizations are allowed to count the following as in-kind contributions:

- Employee or volunteer hours related to the implementation of the proposed project. *(North Carolina allowance for volunteer in-kind hours is \$20.25/hour)*
- Supplies and/or equipment *(report cost of supplies/equipment)* utilized in the process of implementing the proposed project.
- Rental expenses *(\$ per sq. ft.)* related to the implementation of the proposed project.

**Cash contributions.**

Organizations are allowed to count salaries and/or fringe benefits related to the proposed project as cash matching contributions. Employee travel/per diem contributed to the implementation of the proposed project may also be counted.

**Funding sources.**

On Page 2 of the proposed budget form, you will provide information about the funding sources for your proposed project. List all secured (in-kind and/or cash) contributions, pending and planned funding sources and amounts. Include donors, amounts and comments as needed. List the amount requested from RTCAR in the “Pending” column. **The total contributions of Secured, Pending and Planned must equal the total project budget shown in the first column on Page 1.**

*Please feel free to contact RTCAR staff if you have questions.*

**For more information, contact:**

RTCAR  
Revitalization of Traditional Cherokee Artisan Resources  
2877 Governor's Island Rd.  
Bryson City, NC 28713  
828)554-6858

[www.rtcар.org](http://www.rtcар.org)