



NALCAB 2011 Sub-Grant Application

Deadline: October 7, 2011

NALCAB Sub-grant Application Summary and Submission Deadlines

Please use the following application format to complete your sub-grant application. The form can be filled in electronically or handwritten. Application packets MUST include the items indicated on the *Sub-grant Application Checklist* to be considered complete:

Applications should be received no later than midnight PST on October 7, 2011.

Applications may be submitted via email to Carol Rodriguez at crodriguez@nalcab.org; or via U.S Postal Service. NALCAB will confirm the receipt of grant applications by email during normal business hours.

FORMATTING: Please limit narrative answers to six (6) single spaced pages, 12 point font.

Eligible Activities

NALCAB seeks to support organizations engaged in the following areas:

- Real estate development targeted to low-income individuals and communities including affordable housing, community facilities and commercial development
- Micro/Small business development services
- Providing family wealth building products and services (including but not limited to financial education, homebuyer counseling, free tax preparation, IDAs)

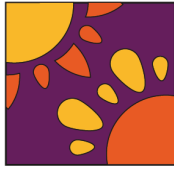
Eligible grant activities include but not limited to:

- Program/ Project Development
- Program/Project Expansion
- Travel to participate at NALCAB related training/conferences
- Building internal capacity to meet program objectives
- Technical Assistance Support
- Staffing

Sub-grant Application Checklist

Please use the following checklist to ensure a complete proposal is submitted.

- Completed application cover page
- Completed program/project narrative, including budget and budget narrative (sample included)
- Financial Attachments:
 - Current (2011) organizational budget
 - Projected 2012 organizational budget
 - Financial statements for 2009 and 2010
- Copy of organization's 501 (c) (3) IRS determination letter
- Organizational chart & key program staff



NALCAB
National Association
for Latino Community
Asset Builders

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SECTION ONE – ORGANIZATIONAL INFORMATION

Grant Request			
Funding Pool: <input type="checkbox"/> Northwest Area Foundation <input type="checkbox"/> Open Society Foundation <input type="checkbox"/> Sam's Club			
Amount Requested \$ (not more than \$20,000)		Program/ Project Title:	
CONTACT INFORMATION			
APPLICANT ORGANIZATION			Year Founded
Name of Executive Director		Email Address	
Name of Program/Project Director		Email Address	
ADDRESS	CITY	STATE	ZIP
MAILING ADDRESS (if different)	CITY	STATE	ZIP
Phone	Fax	Website	
ORGANIZATION FINANCIAL INFORMATION			
Total Number of Organizational Staff			
Organization's Budgeted Expenses for Current Year		Program/Project Budget	
\$			\$
<input type="checkbox"/> 501(c)(3) Organization			
<input type="checkbox"/> Using a 501 (c) (3) Fiscal Agent/Sponsor		Name of Sponsor:	
PROJECT/PROGRAM INFORMATION			
Community/Counties served by this project/program			
Anticipated Project Start Date			
Asset Building Area: (check all that apply)		<input type="checkbox"/> Real Estate Development	<input type="checkbox"/> Micro/Small Business Development
			<input type="checkbox"/> Family Wealth Building
SIGNATURE of Executive Director			DATE

SECTION TWO – PROPOSAL NARRATIVE

1. *Statement of Purpose* - Please provide a brief summary of the purpose of this grant request. Please indicate which type of asset building activity the grant will support and a brief summary of the key impacts on individuals and/or the community that it will serve.
2. *Organizational Description* - Please provide your organization's mission statement and an overview of the organization's primary activities / programs. The primary focus should be on asset building programs and how your organization addresses poverty.
3. *Project Description* – Please describe, in greater detail, the specific asset building project that the grant will support and how this will build your organization's capacity. How does this project respond to a need in the community you serve?

How does this project connect to your organization's mission? How will this initiative/project take the organization to the next level and ensure its sustainability? What will be necessary to sustain this project into the future?

4. *Impact* - Please describe how this grant will improve the community your organization serves and build capacity within your organization. The impact should directly respond to the need you have described in the project description. Please describe the end results and how the success will be measured, quantified or verified. Applications that provide specific metrics to be measured and specific numerical goals will be scored more favorably. Examples of metrics include, but are not limited to:
 - Number of housing units created or rehabilitated
 - Number of financial education services provided (classes or individual)
 - Number small businesses created or expanded
 - Number of jobs created
5. *Budget and Justification* - Please provide a line item budget for your request and a short narrative description of each line item. Please describe how this small grant will fit into an overall budget for this project. List any other funding that is either secured or anticipated to support the project.
6. *Technical Assistance* – NALCAB has the capacity to provide grantees with technical assistance support in order to help ensure the success of their proposed efforts. Please indicate whether your organization will seek technical assistance from NALCAB in connection with this grant request and what type of technical assistance will be needed.

SAMPLE – PROGRAM BUDGET

ORGANIZATION NAME: _____

PROJECT TITLE: _____

REVENUE	Committed Funds	Pending Funds
Grants/Contracts/Contributions		
Local Government Grants/Contracts		
State Government Grants/Contracts		
Federal Government Grants/Contracts		
Foundations		
Corporations		
Individual Donations		
Other (Please specify)		
Earned Income		
Events		
Publications, Curriculum, and Products		
In-Kind Support		
Other (Please Specify)		
TOTAL REVENUE		
EXPENSES	Amount Requested in this proposal	Total Project Expenses
Salaries and Wages		
Payroll Taxes		
Benefits		
Consultants and Professional Fees		
Overhead Expenses		
Travel/Professional Development		
Rent		
Utilities		
Equipment		
Supplies		
Marketing		
Printing/Copying		
TOTAL EXPENSE		

All budget line items in the NALCAB grant request must have a short narrative description in the proposal narrative.