



Formerly the Black United Fund of New Jersey.  
132 South Harrison Street, East Orange, NJ 07018

## **African American Fund of New Jersey, Inc**

**Request for Funding Proposal Application**

Funding Year 20\_\_

### **AAFNJ Mission Statement:**

To develop and perpetuate the social and economic development of New Jersey's African American communities through financial support to eligible community-based organizations (CBO'S) and other self-help initiatives.

**AFRICAN AMERICAN FUND OF NEW JERSEY, INC.**  
**Request for Funding Proposal**

**General Procedures for Proposal Submission**

The African American Fund of New Jersey, Inc. (AAF/NJ) is an independent statewide, philanthropic organization chartered in 1980. Over the past 20 years, our funding has concentrated on providing significant funding to New Jersey's black communities to promote and enhance human service delivery and community empowerment.

▪ **ELIGIBILITY**

Any 501(c)(3) non-profit tax exempt agency, community based organization, or school operating in the state of New Jersey may submit proposals for funding consideration of AAF/NJ.

▪ **FUNDING GUIDELINES**

AAF/NJ reserves the right to award less than the requested amount of any proposal and to offer more than the requested amount to others. Other funding request will be considered if they relate to AAF/NJ'S mission.

Given the limited funds available, it will not be possible to fund all proposals submitted. The awarding of funds is always subject to the availability of funds as is declared and recognized by the State Board of Directors.

Based on the amount of the award, grants may be made (a) in a single payment, (b) spring and fall payments or (c) quarterly. (This should be considered in your planning for the recruitment and implementation stages of your projects.)

**THE GRANT RANGE FOR 20\_\_ IS \$500 TO \$ 5,000.**

**Deadline: Refer to dates at [www.aafnj.org](http://www.aafnj.org)**

**Submit the original and one photocopy**

Forward the application to:

**African American Fund of New Jersey, Inc.**  
**RFP/ Grants Division**  
**132 So. Harrison Street**  
**East Orange, NJ 07018**

**Proposal Guidelines:**

Proposals must demonstrate the intention to commit the necessary financial and human resources to a program that is well coordinated with related human services, within the respective communities.

Given the emphasis on developing innovative and substantive programming within the African-American Community, the proposal narrative must include the following elements:

1. Mission statement of agency
2. Summary of the specific project, purpose, objective and target population.
3. Description of how the project will be implemented; include number of clients to be served, staff responsibilities, locations of service delivery and timetable of programmatic activities.
4. A specific methodology to coordinate with related services provided within the community must be included
5. Documentation of matching funds is required indicating the type and amount.
6. Describe how the project will be evaluated internally and by whom (attach additional forms, if necessary). This form must be included with NUF?NJ reporting requirements.

**Proposal Review:**

AAF/NJ County Volunteer Boards and staff members will review all proposals submitted in their respective counties. County Volunteer Boards will conduct on-site visits and forward their recommendations to the State Allocations Committee of AAF/NJ who ultimately present their recommendations to the State Board for final funding disposition.

**Technical Assistance:**

Technical assistance is available through AAF/NJ. For further information contact the AAF/NJ office at 973.676.5283, Grants & Proposals.

**Award Notification:**

All applicants will be notified of approval or denial of their proposals by the State Allocations Committee and / or Grants & Proposals.

**Project Reporting Requirements:**

AAF/NJ must be accountable for its distribution of funds to grantees. To accomplish this each grantee must submit two follow-up reports (1) the Grantee Interim Performance / Financial Report and (2) The Final Report during the grant-reporting year.

Failure to do so will result in the termination of the grant award, and jeopardize the funding eligibility for the next funding year.

- The reports must include:
  - Number of clients
  - Indicate joint working relationship with other agencies
  - Summarize program performance to date
  - Resulting outcomes of program against objectives
  - Indicate the cooperation received from other agencies and groups involved
  - Any other indicators of progress the grantee wishes to share
  - Indicate changes in management, staff or project director (s)
- An audited fiscal report must be included detailing use of grant funds
- The AAF/NJ name must be included on all literature produced by grantees for that funding year.

**Program Funding Priorities:**

RFP's should include a clear and concise statement emphasizing how the program is designed to service and strengthen African American families. Grant seekers should specify ways in which their program services meet the needs of individual clientele and to the extent, if possible, explain program links and services to the entire family unit.

Priority will be given to programs which incorporate and reflect an understanding of African-American heritage. Specifically, AAF/NJ seeks to find programs which emphasize positive family values, traditions, social customs, and family practices which have contributed to the survival of the Black Family.

An essential component of all proposals must include an emphasis on the development of positive self-esteem and the empowerment of the populations being served.

Indigenous, grassroots programs, which actively involve members of the community in identifying problem areas, designing programs and implementing services should be prioritized.

**Service Definitions:**

*Direct Services* - services that are directly provided to clients such as counseling tutoring, day care, raining and health related services etc.

*Indirect Services* - services that indirectly serve to support client and / or community needs, such as purchasing of equipment, etc.

**Areas of Funding Focus:**

AAF/NJ has refocused its programmatic funding areas. Innovative programming must include a greater emphasis on the following subsets of program activity:

- AAF/NJ provides funding to pre-school through high school education initiatives:  
Examples include:
 

Algebra I program	Gang Violence
Teen Pregnancy	Drug Addiction/ Education
Spiritual Growth	Arts Education
Early Childhood	Koman Literacy
Development programs	
  
- AAF/NJ supports technology-oriented initiatives. Examples include:
  - Programs addressing computer training
  - Programs addressing building computers
  - Program addressing provisioning of hardware and software
  - Computer access
  
- AAF/NJ supports environmental issues that are germane, but not limited to, African-American communities. Examples include:
 

Sarcoidosis	Advocacy
Sickle Cell Anemia	Wellness- Teenagers/Seniors
Hypertension	Teen Pregnancy
Aids Education	Cancer

- AAF/NJ supports environmental issues that are germane, but not limited to, African-American communities. Examples include:
  - Programs addressing lead poisoning
  - Programs addressing toxic waste
  - Programs addressing urban renewal
  
- AAF/NJ serves as a catalyst for building wealth in African-American communities. Examples include:
  - Job development programs
  - Skill development programs
  - Economic development programs
  - Home ownership programs

**African American Fund of New Jersey , Inc.  
Request for Funding Proposal**

**Application Checklist**

- All applications must be typewritten or computer generated
- Check of all information required below
- Position information in the same order in the application packet and submit two (2) packets; the original and one photocopy
- Return this checklist with the RFP Application as the last page.
- Incomplete or late applications will not be considered for funding.
- If funding was granted the previous year and required paperwork is still outstanding, the new application will not be considered for the new funding year.
- Please be advised that previous funding does not guarantee future funding.

\_\_\_\_\_ Evidence of community-based support for the program for which funds are sought (e.g. letters of recommendation, community support, newspaper articles , etc.)

\_\_\_\_\_ Letter from Internal Revenue Service confirming tax-exempt status. If funded by AAF/NJ in the previous years, do not submit.

\_\_\_\_\_ Copy of organization Constitution and/or By-laws. If funded in previous year(s), send amendments only.

\_\_\_\_\_ Articles of incorporation and any amendment(s). If funded in previous years, send amendments only.

\_\_\_\_\_ Organizational chart which details the administration and staffing structure.

\_\_\_\_\_ Current list of board members - include name, address and business telephone number.

\_\_\_\_\_ Project Narrative

\_\_\_\_\_ Copy of Internal Evaluation process and related forms

\_\_\_\_\_ Copy of the Project Budget Summary

\_\_\_\_\_ Copy of the Organization's current operating Budget

\_\_\_\_\_ Annual Financial Statement(s) for the year preceding the period for which funding is requested.

\_\_\_\_\_ Signed Board resolution on your agency's letterhead.

\_\_\_\_\_ Application checklist

**African American Fund of New Jersey, Inc.  
Request for Funding Proposal Application**

**Funding Year: 20\_\_**

Agency  
Name: \_\_\_\_\_

Mailing  
Address: \_\_\_\_\_

City /State/  
Zip: \_\_\_\_\_

Chief  
Adminstrator: \_\_\_\_\_

Title: \_\_\_\_\_

Contact  
Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone  
Number: \_\_\_\_\_

Fax  
Number: \_\_\_\_\_

Website: \_\_\_\_\_

E-mail  
Address: \_\_\_\_\_

Name of Project /  
Program: \_\_\_\_\_

Program  
Coordinator: \_\_\_\_\_

Type of Organization /  
Project: \_\_\_\_\_

Program Category:

\_\_\_\_\_ Education

\_\_\_\_\_ Health / Human Services

\_\_\_\_\_ Economics Development

\_\_\_\_\_ Environmental Issues

\_\_\_\_\_ Other explanation \_\_\_\_\_

Amount of Funding Request:

\$ \_\_\_\_\_

Project Period:

Summer Program \_\_\_\_\_

Year Round \_\_\_\_\_

One-Time Project Request \_\_\_\_\_

Project Time: From (mo./yr.) \_\_\_\_\_ to \_\_\_\_\_

Federal Tax

ID# \_\_\_\_\_

Type of Agency:

\_\_\_\_\_ Non Profit

\_\_\_\_\_ State Public

\_\_\_\_\_ Board of Ed.

\_\_\_\_\_ County Public Corp

\_\_\_\_\_ Community Center

\_\_\_\_\_ Community Dev.

\_\_\_\_\_ Other

Has this organization received a grant from AAF/NJ in the past?

YES \_\_\_\_\_

No \_\_\_\_\_

If yes, please indicate year (s) and amount (s)

<u>Year</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

## **Project Narrative**

I. Summary of Agency Objectives

II. Summary of Need for Program / Project

III. Implementation Plan (include recruitment process, number of participants to be serve, program period and number of clients currently being served)

(a) What are the strengths and limitations of the program or project?

(b) What, if any changes were made in the project plan from last year?

(c) What are the intended reasonable outcomes of the program/ project?

(d) To what extent were last year's intended outcomes achieved?

IV. Describe methodology for effective coordination of services with other service providers within the community, if applicable.

V. Describe the internal evaluation process that will determine if intended objectives were achieved.

### Budget Summary

1. What is the proposed budget for the entire project? \$ \_\_\_\_\_
2. What dollar (\$) amount is being requested from AAF/NJ? \$ \_\_\_\_\_
3. What percentage (%) of the total is being requested from AAF/NJ? \$ \_\_\_\_\_ %
4. Will matching funds be utilized? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, identify other funding sources.

<u>Source Amount</u>	<u>Address</u>	<u>Funding Period</u>
_____		\$ _____
_____		\$ _____
_____		\$ _____

5. Have other funding or income sources been identified?  
 YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, identify the funding sources.

<u>Source Amount</u>	<u>Address</u>	<u>Funding Period</u>
_____		\$ _____
_____		\$ _____
_____		\$ _____

6. Please indicate the short range plans (2 to 5) for financial support of this project.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Does agency conduct an annual independent audit? YES \_\_\_\_\_ NO \_\_\_\_\_

8. When was agency last audited? \_\_\_\_\_

9. Staff positions required for this project

Title	No. of Positions	
	Full Time	Part Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. In 20\_\_, how much funding will you receive from the following:

Federal	\$ _____
State	\$ _____
Country	\$ _____
Foundation/ Corporate	\$ _____
AAF/NJ	\$ _____
Other	\$ _____

**Total Income from All Sources**

11. In calendar year 2005 how many clients will the project provide assistance to:

# Individuals \_\_\_\_\_

<u>Ages</u>	<u>Male</u>	<u>Female</u>
0-5	_____	_____
6-12	_____	_____
13-19	_____	_____
20-35	_____	_____
36-55	_____	_____
56+	_____	_____

**Families**

A.....One Parent \_\_\_\_\_

B.....Two Parents \_\_\_\_\_

**Project(s) Budget Summary**



**Board Resolution**

By virtue of the undersigned's signature, this organization realizes and acknowledges that AAF/NJ reserves the right to award less than the requested amount of any proposal and to offer more than the requested amount to others. Moreover, the allocation, awarding and paying over of funds subject to such availability of funds as is declared and recognized by the State Board of Directors of the African American Fund of New Jersey, Inc. This funding request has been reviewed by the governing body of the above organization and meets its approval.

SIGNATURES:

\_\_\_\_\_  
Executive Director / Chief Administrator

\_\_\_\_\_  
Board of Directors Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness: Board Secretary

*Please photocopy and submit this Board resolution  
on agency letterhead and forward the original with the application*