



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 2006

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 2006 IS \$500 TO \$ 5,000.

Deadline: September 1st 2006

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 AAF/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:

Math Program	Gang Violence
Teen Pregnancy	Drug Addiction/ Education
Spiritual Growth	Arts Education
Early Childhood	Literacy
Development programs	Technology

- 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:

Diabetes	Advocacy
Sickle Cell Anemia	Wellness- Teenagers/ Seniors
Hypertension	Teen Pregnancy
Aids Education	Cancer
Female Heart Disease	Thyroid Disease

- 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
- Checklist 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.
- Organization requesting funding must be the same organization to receive funding (NO Name Substitution Accepted).
- 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,(501 © (3).

_____ Copy of Organization Constitution and/or By-laws.

_____ Articles of incorporation and any amendment(s).

_____ Current list of board members - include name, address and business telephone numbers.

_____ Project and Organizational Summary

_____ Copy of the Project Budget

_____ Copy of the Organization's current operating Budget

_____ Most recent 990 submitted to IRS

_____ 25 Word Statement which describes your organization.

_____ Signed Board Resolution on your **Agency Letterhead**.

_____ Contact page which includes: Contact Persons' Name, Position, Organization, Address, Website Address, E-mail Address and / Telephone#.

_____ Application checklist

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

Funding Year: 2006

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# _____

Charitable Registration 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 2006, 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 2006 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

INCOME	<u>Total Amount Needed</u>	<u>Amount Requested</u>
Federal	\$ _____	\$ _____
State	\$ _____	\$ _____
Private Corporations	\$ _____	\$ _____
Private Foundations	\$ _____	\$ _____
Other (s) list	\$ _____	\$ _____
Total Income	\$ _____	\$ _____
EXPENSES	<u>Total Project Budget</u>	<u>Allocation of Grant</u>
<u>Funds</u>		
1. Personnel:		
a. Salaries	\$ _____	\$ _____
b. Fringe	\$ _____	\$ _____
2. Consumable Supplies		
Program Materials	\$ _____	\$ _____
a. Rent	\$ _____	\$ _____
b. Utility	\$ _____	\$ _____
c. Maintenance	\$ _____	\$ _____
d. Equipment Rentals (specify equip. needs)	\$ _____	\$ _____
e. Equipment purchases	\$ _____	\$ _____
3. Miscellaneous		
a. Travel	\$ _____	\$ _____
b. Postage	\$ _____	\$ _____
c. Printing	\$ _____	\$ _____
d. Telephone	\$ _____	\$ _____
e. Other (specify)	\$ _____	\$ _____
Total Expenses	\$ _____	\$ _____

AAF/NJ does not fund personnel or staff cost.

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*