



Parish Affiliate Grants Guidelines

Community Foundation of Acadiana is proud to launch the first cycle of competitive grants through its Parish Affiliate funds. These guidelines have been developed to support nonprofits applying for grants from the following affiliate foundations:

- Evangeline Foundation
- Iberia Foundation
- St. Landry Foundation
- St. Mary Foundation
- Vermilion Foundation

Each proposal will be reviewed by a panel of affiliate members and formally approved by the foundation's Board of Directors. Awards will be determined based on the proposal's value to the residents and communities in Acadiana, availability of funding, and quality and vision presented in the application.

To be eligible for a grant, your organization must have non-profit status under the 501(c)3 Internal Revenue Code.

GUIDING PRINCIPLES FOR GRANTMAKING

- Community Foundation of Acadiana and its parish affiliates embrace approaches that are strategic, collaborative, and inclusive.
- Projects covering a one-year time frame are preferred
- We support creative, effective and innovative programs in the areas of human services, arts and culture, education and youth, health, the environment and civic affairs.

- Successful projects will address community needs while demonstrating sustainable impact and measurable outcomes.
- The voices of the underserved and economically diverse are important, and programs designed to foster access for community connections are encouraged.

ABOUT PARISH AFFILIATE GRANTS

Each parish affiliate's purpose is to support nonprofit organizations that are actively operating in their respective parish. Therefore, to be eligible for funding from a specific parish affiliate, an organization must demonstrate an active presence and service delivery within that parish.

Organizations may request an amount between \$2,000 and \$5,000. Each parish affiliate will prioritize funding programs and projects across the following program areas:

- **EVANGELINE FOUNDATION**
 - **Community/Economic Development** - Organizations, events, or projects that make Evangeline parish stronger
 - **Education/Youth Development** - public and private schools and groups and projects that support education as well as early childhood development/intervention programs.
- **IBERIA FOUNDATION**
 - **Community/Economic Development** - Organizations, events, or projects that make Iberia parish stronger
 - **Health & Human Services** - groups or projects that help the needy and underserved populations
 - **Education/Youth Development** - public and private schools and groups and projects that support education as well as early childhood development/intervention programs.
 - **Arts & Culture** - various branches of creative activity, such as painting, music, literature, dance, etc.
- **ST. LANDRY FOUNDATION**
 - **Community/Economic Development** - Organizations, events, or projects that make St. Landry parish stronger
 - **Health & Human Services** - groups or projects that help the needy and underserved populations
 - **Education/Youth Development** - public and private schools and groups and projects that support education as well as early childhood development/intervention programs.

- ST. MARY FOUNDATION

- **Community/Economic Development** - Organizations, events, or projects that make St. Mary parish stronger
- **Health & Human Services** - groups or projects that help the needy and underserved populations
- **Education/Youth Development** - public and private schools and groups and projects that support education as well as early childhood development/intervention programs.
- **Natural Resources/Environment** - Organizations or projects that work to protect and preserve the environment
- **Arts & Culture** - various branches of creative activity, such as painting, music, literature, dance, etc.

- VERMILION FOUNDATION

- **Community/Economic Development** - Organizations, events, or projects that make Vermilion parish stronger
- **Health & Human Services** - groups or projects that help the needy and underserved populations
- **Education** - public and private schools and groups and projects that support education
- **Youth Development** - early childhood development/intervention programs.
- **Natural Resources/Environment** - Organizations or projects that work to protect and preserve the environment
- **Arts & Culture** - various branches of creative activity, such as painting, music, literature, dance, etc.

Projects should preferably cover a one-year time frame.

Most grants fall into three categories:

- Capital Grants – for costs related to building construction, building renovation or capital equipment
- Equipment/Materials – for costs related to purchasing tangible property, including computers and software, machines, tools, and more
- Programming or Direct Service Grants – for costs associated with implementation of the program

WHO IS ELIGIBLE?

Community Foundation of Acadiana supports a wide variety of nonprofits but does restrict itself to organizations:

- Located in and providing services within the Acadia, Evangeline, Iberia, Lafayette,

- St. Landry, St. Martin, St. Mary, and Vermilion parishes;
- Classified by the U.S. Internal Revenue Service under Section 501(c)(3) of the I.R.S.; or publicly supported organizations such as school districts and municipalities

WHAT IS *NOT* FUNDED?

- Endowments
- Individuals
- Ongoing operating expenses
- Candidates
- Programs or capital projects already completed
- Sponsorships
- Retroactive expenses or activities that occur before CFA's decision deadline
- Political or partisan purposes

APPLICATION SUBMISSION

Prospective applicants are required to fill out first round applications and are strongly encouraged to discuss their grant request with CFA staff or affiliate advisory board members before beginning the application process. Organizations applying for funding are required to use CFA's online application system. The following must be submitted to the online application system:

- First Round (open to all)
 - Eligibility Form
 - Interest Form
- Second Round (by invitation)
 - Full Application
 - Budget and Support Documents

Only organizations with successfully submitted and accepted First Round Applications will be considered for the Second Round Applications.

NOTICE OF GRANT DECISION

Applicants will be notified of approval or declination via email.

An unsuccessful application does not reflect a judgment about the worthiness of a particular project. The Community Foundation routinely receives more requests than it can fund. If your request is denied, we encourage you to contact to discuss specific reasons.

DEADLINE & DECISION SCHEDULE

Grant applications must be submitted by the following dates:

First Round Applications Deadline May 14	Invitation to Second Round Application June	Notification and Grant Disbursement September
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Acknowledgments will be emailed to applicants following receipt of their proposals.

APPLICATION CHECKLISTS

Applications and attachments can be submitted through the online application portal at cfacadiana.org/affiliate-grants. Please make sure you have discussed your request with Community Foundation of Acadiana staff if you have questions.

The following questions must be answered through the online application portal.

First Round Application

- Confirm 501c3 status
- Organization Name
- Mission Statement
- Organization's Revenue
- Year of Formation
- Principal Representative Name
- Principal Representative Title
- Principal Representative Cell Number
- Board Chair Name
- Proposed Project Focus Area
- Proposed Grant Amount Requested

Second Round Application

- Organization
 - Organization Name
 - Mission Statement
 - Organization Type
- Project Overview
 - Project Name
 - Project Summary
 - Project/Program Area

- Funding Request Type (Capital, Equipment/Materials, Operations, Programming)
- Project Details
 - Project Description
 - Data
 - Project Start Date
 - Project End Date
 - Number Served
 - Population Served
 - Project Status
 - Has the organization completed similar projects?
- Community Impact
- Financial Information
 - Total Project Amount
 - Grant Amount Requested
 - Budget Narrative
 - Is this request for partial funding of full funding of the project?
 - Other funding sources
 - Upload Project Budget
- Upload Support Documents (letters of support optional, vendor quotes optional)
- Signature

WHAT MAKES A SUCCESSFUL PROPOSAL?

While this list is not exhaustive, the Foundation considers applications with the following criteria in mind:

THE ORGANIZATION

- Establishes why it is the appropriate organization to implement the proposed project
- Clearly demonstrates an ability to accomplish the proposed activities
- Fosters strategic, collaborative, and inclusive civic approaches in conducting its work
- Promotes mutual trust and reciprocity amongst the various stakeholders in its work
- Is in good fiscal condition

THE PROJECT

- Demonstrates a vital community need and shared support for the proposed approach to the problem
- Will have a significant, sustainable impact on the community need
- Has a clearly outlined project plan and accompanying activities

- Identifies achievable, measurable outcomes and includes a deliberate plan for evaluating them
- Is viable in the long term and shows a plan for acquiring future funds

EVALUATING PROGRAMS AND PROJECTS

All grant recipients are required to provide the Community Foundation with a year-end follow-up report. Reports should detail how dollars were expended and what outcomes were achieved by the project. You will be asked to compare the original outcomes and data collection methods that were listed in the application to actual outcomes and data collection methods that took place throughout the grant period.

Please direct questions to Chasah West, Director of External Affairs & Communications at cwest@gmail.com or 3377694847.