Deaf and Hard of Hearing Grant Cycle
2022-23 Grant Guidelines & Application Questions

Open Date: 9:00am, December 5, 2022
Close Date: 4:00pm, January 6, 2023

Introduction
ACF will fund organizations in service to the Deaf and Hard of Hearing community through four categories: Capacity Building, Scientific Research in the area of Deafness and Hearing Loss, Project Support and Feasibility Planning for Capital Projects.

The foundation will consider proposals in all four categories that address one or more of the following:

Critical Issues
- Policy reforms focused on accessibility training for professionals in the field including but not limited to teachers, audiologists, speech pathologists and auditory/verbal specialists.
- Policy reforms regarding access to devices including hearing aids and cochlear implants.
- Studies examining current public funding for deaf and hard of hearing individuals in the state of Arizona, and the impact of increased technology on the provision of services.
- Accessibility to unbiased information for parents of the Deaf and hard of hearing and the general public.
- Programs focused on teacher training for public and private schools.
- Programs involving the minority recruitment of professionals into this field.
- Studies examining issues of accommodation as part of capital projects.

Cochlear Implants
- Training for cochlear implant use
- Access to aural rehabilitation
- Access to oral/auditory schools
- Access to preschool education

Sign Language
- Accessibility to sign language training
- Programs encouraging proper grammar for students communicating with sign language
- Programs involving parent/family participation in their child's sign language acquisition and communication
- Programs providing qualified interpreters and interpreter training
Quality of Life

- Training for adult care staff regarding hearing aids, cochlear implants and communication skills.
- Enhance public awareness about the capabilities of people who are Deaf or hard of hearing.
- Aural rehabilitation programs for persons with hearing loss.
- Expanded programs to sensitize classroom teachers to the special needs of students who are Deaf or hard of hearing.
- Programs that promote barrier free communication.
- Planning for the improvement of housing or public facilities that increase access by people who are Deaf or hard of hearing.

Proposals should be based on the following grant categories:

Project Support
The Foundation will consider proposals for specific projects that address one or more of the areas listed previously.

Capacity Building
Capacity Building Grants are intended to strengthen the management and/or operational capacity of outstanding Arizona non-profit organizations whose primary mission is to serve the Deaf and hard of hearing community. Proposals will be accepted to address the following organizational challenges in the following capacity building areas:

- **Financial capacity** as evidenced by an annual audit, active board finance committee, and an internal accounting system that provides timely financial data for decision making.
- **Strategic planning capacity** as evidenced by community engagement in needs assessments, a long range plan and active on-going monitoring and planning process.
- **Governance capacity** as evidenced by board recruitment procedures, active committees and level of participation.
- **Technological capacity** as evidenced by adequate hardware and software to perform organizational functions.

Scientific Research in the areas of Deafness and Hearing Loss

Proposals addressing one of the following research areas will be accepted:

- Scientific research on age-related hearing loss leading to cure, treatment or the creation of devices to assist populations affected by this problem.
- Scientific research of disorders consisting of degeneration of the temporal bone of the ear leading to cure, treatment or the creation of devices to assist individuals afflicted by this problem.
- Scientific research in the area of noise-induced hearing loss leading to cure, treatment and prevention of such problems.

Feasibility Planning for Capital Projects
Funding will be provided to determine the feasibility of a project or capital fundraising campaign that serves the Deaf and hard of hearing community and will be located in Arizona. The feasibility study should identify how much money an organization can reasonably raise, how long it should take to do it, and what costs would be involved in managing the project or campaign. A good study will also identify
potential leaders and donors, strengths and weaknesses of the campaign/project. Funding cannot be used for capital projects or renovation.

**Eligibility Requirements**

- Any Arizona 501(c)(3) organization, government agency, and tribal entity that operates with fiscal accountability and responsibility. Religious organizations may apply for funding of non-sectarian programs.
- Organizations must demonstrate a non-discrimination policy regarding staff, employment, governing board and service delivery based on race, ethnicity, religion, gender, sexual orientation, gender identity, age, disability or national origin, and provide evidence of the policy.
- The application for this grant cycle is online. If applicants do not have internet access, they are advised to contact local public libraries, which offer free public internet access.
- Organizations are required to have a completed and visible profile on ACF’s grant portal: https://www.grantinterface.com/Home/Logon?urlkey=azfoundation. Incomplete organizational profiles will result in the immediate declination of your application.
- Organizations without 501(c)(3) status must use a fiscal agent to apply on their behalf. Fiscal agents must have a visible profile on the ACF website, and also be a 501(c)(3) organization. A copy of the agreement between the fiscal sponsor and sponsored organization is required. Applications that are missing the required documentation will be considered incomplete and will not be forwarded for review by the grant committee.
- Organizations must be in good standing with the IRS at the time of review or else the submitted application(s) will be immediately declined.
- Organizations uncertain of their eligibility may inquire by sending an e-mail to grants@azfoundation.org.

**What If...**

- **Situation 1:** My organization is a standalone organization? You may submit one application. You may submit another if, and only if, you are collaborating with another organization.
  - If you would like to submit a second application on behalf of a collaborative group of organizations, submit only one application per project. This means choosing just one organization to submit the collaborative application.
- **Situation 2:** My organization is a chapter of a broader organization? You may submit one application per chapter. You may submit another if, and only if, you are collaborating with another organization.
  - If you would like to submit a second application on behalf of a collaborative group of organizations, submit only one application per project. This means choosing just one organization to submit the collaborative application.
  - If several chapters are applying for the same project, please treat it as a collaborative application.
- **Situation 3:** My organization is a school district or a school within a district? You may submit one application per school. You may submit another if, and only if, you are collaborating with another organization.
  - If you would like to submit a second application on behalf of a collaborative group of organizations, submit only one application per project. This means choosing just
one organization to submit the collaborative application.
• If several schools are applying for the same project, please treat it as a collaborative application.
• A district may apply separately for projects separate from those the schools apply for.
• Situation 4: My organization is a government or tribal entity, or a university: You may submit one application per department. You may submit another if, and only if, you are collaborating with another organization.
  • If you would like to submit a second application on behalf of a collaborative group of organizations, submit only one application per project. This means choosing just one organization to submit the collaborative application.
  • If several departments are applying for the same project, please treat it as a collaborative application.
  • A government or tribal agency, or university may apply for projects separate from those the individual departments apply for.
• Situation 5: My organization is a fiscal sponsor for other organizations. You may submit one application per sponsored organization. You may submit another if, and only if, you are collaborating with another organization. Please note that a copy of the agreement between the fiscal sponsor and sponsored organization is required.
  • If you would like to submit a second application on behalf of a collaborative group of organizations, submit only one application per project. This means choosing just one organization to submit the collaborative application.
  • A fiscal sponsor may apply for projects separate from those its sponsored organizations apply for.

Timeline for 2021-2022 Grant Making
• Grant cycle opens December 5, 2022.
• Applications are due on January 6, 2023 at 4:00 p.m., no exceptions.
• Grant review committee will make final recommendations in February, 2023
• Grant awards and decline letters out by February 29, 2023
• If funded, Final Report Due in February 2024.

Grant Deadline
Proposals must be submitted online by 4:00 pm on January 6, 2023 No exceptions.

Review and Evaluation Process
All proposals will be reviewed through a competitive evaluation process. The reviewers will be reading the applicants' online profiles on the ACF website to obtain information on the organization. Please be sure to update your organization's profile before submitting your proposal.
• Applications are reviewed by a panel of individuals selected for their expertise in the field of the Deaf and hard of hearing. Recommendations are made to the ACF Philanthropic Services Committee based on one of the following actions: award, award with modification, or decline.
• The ACF Philanthropic Services Committee reviews all of the panel recommendations according to the evaluation criteria and makes the final approval on which proposals are to
be awarded. Additional information from the applicant may be requested at any time during the review process.

How to Apply Online
If your organization has an ACF profile:
Go to the Arizona Community Foundation's grants page at www.azfoundation.org/grants. Click grantee login at the top right corner of the main page to sign in and begin an application. If you need to reset your password please use the “forgot password” link.

If your organization does not have a registered ACF profile:
If your organization needs to be registered, please go to www.azfoundation.org/grants. Click grantee login at the top right corner of the main page. Please click on "Create New Account" to complete the registration process and create your logon credentials.

For assistance with technical questions regarding the online registration and application, please contact our Competitive Grants Management Team at grants@azfoundation.org or 602-381-1400.

Tips for Submitting
All users will be required to update and complete their organizational profile before being able to submit any grant application.

• Do not wait until the deadline date to set up your organization’s profile and apply.
• During the last week of any grant cycle’s duration, due to the volume of inquiries, you will likely have limited access to ACF technical support so working in advance is strongly advised.
• It is recommended that the application be prepared offline in a text editor such as Microsoft Word to ensure a duplicate exists.
• Narrative responses are limited to the character count. You do not have to use all the characters. Only provide information that is pertinent.
• Be sure to review applications for spelling and grammar errors.
• Be sure to check for an email notification indicating that your application has been submitted.

How to Get Help
Please contact ACF staff to discuss any part of the grant application process. Due to the high volume of calls and inquiries as the deadline nears, organizations are encouraged to contact staff well in advance of the deadline with any questions! During the last week of any grant cycle’s duration, you will likely have limited access to ACF technical support.

For technical assistance with the web site, including organizational profile and the online application, please email grants@azfoundation.org or call (602) 381-1400.
Grant Reviewer Rubric
All proposals are reviewed and evaluated by a panel of local community leaders using the following rubric. Please feel free to use this rubric as a reference when preparing your application.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Measure</th>
<th>Weak</th>
<th>Average</th>
<th>Strong</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of Grant</td>
<td>Defined need is a priority or urgent issue in the community.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Application activities clearly address the articulated need.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Application targets underserved populations; the estimated size and range of population directly served by application is meaningful and appropriate.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Situation/Community Need</td>
<td>Application is in line with the applicant’s mission statement and has a distinct focus, format and objective.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Activities, timetable, and goals are clear and well thought out.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Application Design</td>
<td>Appropriate resources (personnel, funding, time) are allocated to accomplish the goals - including collaborative partnerships with other organizations that improve impact or leverage resources.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Results/ Evaluation</td>
<td>Evidence is provided that indicate the program will achieve the desired results.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Results are significant and can be demonstrated.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Community Support</td>
<td>Diversity of funding sources (financial backing, in-kind support, and/or volunteer support from the community) indicates that application is sustainable.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Financial Indicators</td>
<td>The budget is easy to understand and logical. Clarity and feasibility of proposed project expenses and income.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
</tbody>
</table>
Pre-Qualifying Questions

- The applicant organization is fully authorized by its board and other applicable partners/collaborators to submit this application.

- Does your organization (and fiscal sponsor, if applicable) have a complete and visible profile on ACF’s grant portal: https://www.grantinterface.com/Home/Logon?urlkey=azfoundation. Incomplete organizational profiles will result in the immediate declination of your application.

- ACF requires all applicants for grants to comply with its non-discrimination policy. Please confirm that the organization applying for this grant does not unlawfully discriminate against employees, volunteers, board members, or the members, clients, or students it serves on the basis of race, color, religion, gender, national origin, age, medical condition, veteran status, marital status, disability, ancestry, sexual orientation, or any other characteristic protected by law.

- Is your organization (or fiscal sponsor) a 501(c)(3) organization, school, municipality or tribal entity that operates with fiscal accountability and responsibility? Religious organizations may apply for funding of non-sectarian programs.

- I have downloaded the latest guidelines and questions document.

- I understand my organizations must be in good standing with the IRS at the time of review or else my application(s) will be immediately declined.

Grant Application Questions

Project Overview
1. Project Name
2. Amount Requested
3. Total Project Amount

Project Details
4. Is this project being done in collaboration with other nonprofits? If so, please list each nonprofit and their role in the collaboration. If no, please discuss the resources available to fulfill the proposal. (Word Limit: 200)

5. Please provide a minimum of one and as many as six of the intended outputs you plan to accomplish with this proposed project. Each output should simply state the number of lives impacted and how they will be impacted. For example: serve 100 children between the ages of 5 and 18 or spay/neuter 56 animals. Note: For final reporting purposes, you will be asked to provide actual outputs (the results) that reflect the degree to which the goals you established have been realized. (Word Limit: 200)

Narrative
6. Choose the category of grant you are applying for (select one):
   - Project Support
   - Capacity Building
   - Scientific Research
   - Feasibility Planning for Capital Projects

7. Describe in two or three sentences what you will do with the funds. (Word Limit – 50)
8. Please describe the program proposal in detail. Define the need in the community: tell us the goals of the project and how they align with your mission, describe the activities you will undertake, indicate the population served, specify the resources (personnel, partnerships, funding, time, etc.) that will be used, provide a timeline of events as appropriate. When applicable, please present data/evidence that documents the significance of the issue. (Word Limit – 300)

9. Please select the ACF Philanthropic Agenda area that best describes this application’s primary focus:
   - Quality Education
   - Health Innovations
   - Community Improvement & Development (i.e., Affordable Housing, Working Poor, & Basic Needs)
   - Arts & Culture
   - Environment & Sustainability (i.e., Preservation, Natural Resources, & Animal Welfare)

10. Are there any known industry standards? (Word Limit - 200)

11. Please cite any resources, statistics, and/or studies provided in the program proposal detail above. (Word Limit - 100)

12. Please indicate if this is a new project, a project expansion or a continuing project. If this is not a one-time project, please describe any sustainability plans or efforts to continue the project past the funding year. (Word Limit- 200)

13. Please also describe the evaluation process(es) or method(s) you will use to measure your progress in order to determine the degree to which you met the intended outputs.
   - Annual Polling
   - Focus Groups
   - Pre and Post Interviews
   - Pre and Post Surveys
   - Other

14. How will you proceed with this project if you only receive partial funding? Are there components that are more critical than others? If so, please itemize the components and corresponding costs. (Word Limit- 200)

15. Are you submitting this application as a lead organization on behalf of a collaborative group that will share any forthcoming grant funding provided through this process? If so, type Collaboration in the box below. OR, Are you applying as a single organization (that may or may not be working with collaborators) that will be not be sharing any forthcoming grant funding provided through this process? If so, please type Single in the box below.
16. Select the demographic populations, such as the age group, race, gender, socio-economic status and geographic location of the target population you intend to serve (Select all that apply). Enter any demographics comments below.

- **Ages:**
  - 0 – 5
  - 6 – 17
  - 18 – 25
  - 26 – 65
  - 65+
  - N/A

- **Race/ Ethnicity:**
  - African American or Black
  - Asian/Pacific Islander
  - Hispanic or Latino
  - Native American/Indigenous
  - People of Color
  - White
  - Other
  - N/A

- **Gender:**
  - Female
  - Male
  - Both
  - N/A

- **Socio-Economic:**
  - Working Poor
  - Unemployed
  - Below Poverty Level
  - Homeless
  - N/A

- **Disabilities:**
  - Diseases/Illnesses
  - Hearing Disability
  - Visual Disability
  - Ambulatory Disability
  - Self-Care Disability
  - Other Physical Disability
  - Mental Disability
  - Learning Disabilities
  - Developmental Disabilities
  - N/A

- **Populations:**
  - Animals
  - Children & Youth
  - Crime or Abuse Victims
  - Environment
  - Faith Based
  - Immigrants & Refugees
  - LBGTQ
  - Offenders & Ex-Offenders
  - Older Adults
  - Single Parents
  - Substance Abusers
  - Veterans & Military
  - N/A
  - Other

- **Location:**
  - Apache County
  - Cochise County
  - Coconino County
  - Gila County
  - Graham County
  - Greenlee County
  - La Paz County
  - Maricopa County
  - Mohave County
  - Navajo County
  - Pima County
  - Pinal County
  - Santa Cruz County
  - Yavapai County
  - Yuma County
  - State-wide
  - Multiple States
  - Nationwide
  - N/A

Comments (Word Limit – 200):
**Documentation**

17. In the upload area below, you may add up to **two** additional documents pertaining to the project. These documents may include (but are not limited to): brochures, photos, news articles, letters of support, etc. If you are applying under a fiscal sponsor please upload a copy of the agreement between your organization and the fiscal sponsor.

**Interim Progress Report**

18. Was your organization awarded Deaf and Hard of Hearing grant last year? If yes, please answer the following questions:

19. Describe in two or three sentences what you did with the funds. (Word Limit – **50**)

20. **Challenges:** List any challenges encountered during the grant period that diminished your organization’s ability to achieve the intended outcomes. (Word limit – **200**)

21. **Future Funding Strategy:** What is your future funding strategy to continue the program and/or the organizational work the funding supported? (Word limit – **200**)

22. **Impact Story:** Please include an inspiring impact story and submit up to three (3) digital photos (size 300 dpi or larger) along with consent for publication. Share how a life or community was changed by the program or project. **We want to share the good news of your great work!** (Word limit – **250**)

23. In the space below, please discuss any deviance between proposed and actual budget.

24. Please provide a minimum of one and as many as six of the intended outputs you planned to accomplish with this proposed project. Be sure the outputs are clear, measurable, significant, demonstrable and well thought out. Please provide evidence that the methods you are using will achieve the desired results, and that you have the resources necessary to track and measure the outputs and outcomes. **Please provide the outputs that have been realized so far.**

**Budget**

25. The project budget you include should show financial data for the proposed project during the grant period, not the organization’s overall operating budget. Please only include revenue and expenses related to the proposed project, such as salaries, fees for services, etc. Please list all other funding sources you have applied to, both pending and secured, for this project. In the comments area below, please describe the use of requested funds by providing a timeline, steps and costs associated with successful projection completion.
Terms and Conditions

1. I acknowledge that funding by the Arizona Community Foundation, its affiliates, or any of its philanthropic partners is not guaranteed simply by virtue of completing this application.

2. Should my organization be awarded a grant through this funding opportunity, I agree to submit a final report for this project by the final report due date.

3. Should my organization be awarded a grant through this funding opportunity, I agree to the following terms and conditions:

   **Use of Grant Money.** The Grantee shall use the Grant Money only for the Project and in accordance with the proposal and budget previously submitted to and approved by The Arizona Community Foundation. The Grantee shall not make any significant change in the Project without the prior approval of The Arizona Community Foundation. At the end of the grant period, the Grantee shall promptly return to The Arizona Community Foundation any unused portion of the Grant Money.

   **Reports.** The Grantee shall submit written reports on the accomplishments of this Project as well as an accounting of expenditure of grant funds. Reporting and documentation required by The Arizona Community Foundation shall be provided as outlined in the Grantee Final Report, which will be available as the final report due date nears. The Grantee shall provide The Arizona Community Foundation with copies (if available) of any press releases, photographs and published material about the Grant Money and the work it made possible.

   **Meeting Requirement.** The Grantee may be asked to attend a meeting at the Arizona Community Foundation, to be set at a later date, to discuss your project. Discussions on capacity building in the future and other topics will also take place.

   **Publicity.** You will allow the Arizona Community Foundation (ACF) to review and approve the text, including quotes, of any proposed publicity concerning this grant prior to its release. ACF may include information regarding this grant, including the amount and purpose of the grant, any photographs you may have provided, your logo or trademark, or other information or materials about your organization and its activities, in ACF’s periodic public reports, newsletters, news releases or any other printed materials distributed by the Community Foundation. Please ensure that all publicity (including printed material, press releases and Web sites) states “partial funding provided by the Arizona Community Foundation” If you require an electronic copy of ACF’s official logo please contact the Marketing/Communications department at the Community Foundation.

   **Retention of Records.** The Grantee shall keep all financial records pertaining to the Project for at least four years and shall make such records available to The Arizona Community Foundation at reasonable times upon The Arizona Community Foundation’s request.

   **Revocation of Grant Money.** The Grantee must return all unexpended grant funds immediately upon request by The Arizona Community Foundation if (1) the Foundation, at its sole discretion, determines that the Grantee has not performed in accordance with this Agreement, or (2) the Grantee loses its exemption from federal income tax under Section 501C 3 of the Internal Revenue Code of 1986, as amended (the) "Code" and is classified as other than a private foundation under Section 509(a) of the Code.
Grant Does Not Create a Partnership. The Grantee shall not in any manner indicate, nor shall the grant or any documents related thereto be in any manner deemed to create or construed as creating, any kind of partnership, joint venture or other similar relationship between The Arizona Community Foundation and the Grantee or other party. The Arizona Community Foundation shall not be deemed in any manner responsible for the debts, liabilities or other obligations of the Grantee, including any such debts relating to this Project.

Amendment. This Grant Agreement shall not be amended or revised except by a written document signed by the parties hereto.

Changes or Problems Occurring During Grant Year. Any changes or problems in the Grantee Agency that affects the Project must be reported to The Arizona Community Foundation immediately.

Important Definitions

Capacity Building Grant - Grants intended to strengthen the management capacity of nonprofits in ways that will enhance institutional and programmatic development and enable the NPO to further its mission.

Capital Campaign - A capital campaign is an organized drive to collect and accumulate substantial funds to finance major needs of an organization, such as a building or major repair project, or to build endowment. Endowment is considered a capital asset.

Challenge Grant - A grant that is made on the condition that other monies must be secured, either on a matching basis or via some other formula, usually within a specified period of time, with the objective of stimulating giving from additional sources.

Community Foundation - A community foundation is a tax-exempt, nonprofit, autonomous, publicly supported, philanthropic institution composed primarily of permanent funds established by many separate donors for the long-term diverse, charitable benefit of the residents of a defined geographic area. Typically, a community foundation serves an area no larger than a state. Community foundations provide an array of services to donors who wish to establish endowed funds without incurring the administrative and legal costs of starting independent foundations.

Fiscal Agent - a nonprofit 501(c)(3) organization that agrees to accept and be responsible for grant monies on behalf of the nonprofit grantee.

Form 990/Form 990-PF - The IRS forms filed annually by public charities and private foundations respectively. This information can be accessed at [www.guidestar.com](http://www.guidestar.com).

Funding Cycle - A chronological pattern of proposal review, decision making, and applicant notification.

Grant - An award of funds to undertake charitable activities.

Grant Application - The medium in which to submit a grant request. Applications are posted and accessed via the Arizona Community Foundation website. The site outlines the grant eligibility requirements, focus area and
application questions.

**Grant Proposal** - The document that makes up a grant request. The proposal is the final product of answering all application questions. It is the document that is submitted through the online application and is used in grants review. Once saved, it can be accessed through the organizational profile.

**Grantee** - The individual or organization who/that receives a grant. Grantees for Community Foundations funding may be 501(C)(3) organizations, public schools, municipalities, and American Indian Tribes.

**Nonprofit Organization** - a legally constituted organization that is classified by the IRS as a 501(c)(3), nonprofit institution, whose objective is to support or engage in activities of public or private interest without any commercial or monetary profit.

**Operating Support** - A contribution given to cover an organization's day-to-day, ongoing expenses, such as salaries, utilities, office supplies, etc.

**Philanthropy** - Philanthropy is defined in different ways. The origin of the word philanthropy is Greek and means "love for mankind." Today, philanthropy includes the concept of voluntary giving by an individual or group to promote the common good. Philanthropy also commonly refers to grants of money given by foundations to nonprofit organizations. Philanthropy addresses the contribution of an individual or group to other organizations that in turn work for the cause of alleviating poverty or social problems, thereby improving the quality of life for all citizens. Philanthropic giving supports a variety of activities including research, health, education, arts, and culture, as well as alleviating poverty.

**Post-grant Evaluation** - A review of the results of a grant, with the emphasis upon whether or not the grant achieved its desired objective.

**Seed Money** - A grant or contribution used to start a new project or organization.

**Site Visit** - Visiting a grantee organization at its office location or area of operation, or meeting with its staff, directors, or recipients of its services.

**Grantee Final Report**

**Due in March 2022**

All information in **Bold** will be pulled from the Grant Application. All information in **gray italic** is additional information that will need to be filled out while completing the final report.

**Organization:**
**Project Name:**
**Requested Amount:**
**Person Submitting Report:**
**Contact Phone & Email:**
**Grant Amount:**
**Project Summary:**
Below are the project details provided by the grantee applicant when the grant was submitted last year. Please review and answer the associated questions regarding actual results.

**Project Narrative**

1. Choose the category of grant you are applying for (select one):
   - Project Support
   - Capacity Building
   - Scientific Research
   - Feasibility Planning for Capital Projects

2. Describe in two or three sentences what you will do with the funds

3. Please describe the program proposal in detail.
   *Did you accomplish this?*
   *Additional Comments.*

4. Please select the ACF Philanthropic Agenda area that best describes this application’s primary focus: -
   *Did you accomplish this?*
   *Additional Comments.*

5. Select the demographic populations, such as the age group, race, gender, and socio-economic status of the target population you intend to serve (Select all that apply).
   *Did you accomplish this?*
   *Additional Comments.*

5. Please indicate if this is a new project, a project expansion or a continuing project. If this is not a one-time project, please describe any sustainability plans or efforts to continue the project past the funding year.
   *Did you accomplish this?*
   *Additional Comments.*

6. Is this project being done in collaboration with other nonprofits? If so, please list each nonprofit and their role in the collaboration. If no, please discuss the resources available to fulfill the proposal.
   *Did you accomplish this?*
   *Additional Comments.*

7. Please provide a minimum of one and as many as six of the intended outputs you plan to accomplish with this proposed project. Each output should simply state the number of lives impacted and how they will be impacted. For example: serve 100 children between the ages of 5 and 18 or spay/neuter 56 animals. Note: For final reporting purposes, you will be asked to provide actual outputs (the results) that reflect the degree to which the goals you established have been realized.
Did you accomplish this?
Additional Comments.

8. Please also describe the evaluation process(es) or method(s) you will use to measure your progress in order to determine the degree to which you met the intended outputs.

Did you accomplish this?
Additional Comments.

Project Budget

9. The project budget on the following page should show financial data for the proposed project during the grant period, not the organization’s overall operating budget. Please only include revenue and expenses related to the proposed project, such as salaries, fees for services, etc. Please list all other funding sources you have applied to, both pending and secured, for this project. In the space below, please describe the use of requested funds by providing a timeline, steps and costs associated with successful project completion.

Did you work within the budget?
Additional Comments.

How were the funds from this grant actually used—demonstrate by providing an itemized budget? What percentage above or below budget the project was actualized? Please provide the itemized project budget (from the proposal) with the corresponding actual expenditure in the space provided. If there are any significant variances from the original application budget, please explain.

10. How will you proceed with this project if you only receive partial funding? Are there components that are more critical than others?

Did you accomplish this?
Additional Comments.

11. List any unintended results that the program caused. These could include things like unexpected collaboration opportunities, serving a larger target population than expected, or missing an opportunity to work with a funder you weren’t aware of.

12. List any unintended results that the program caused. These could include things like unexpected collaboration opportunities, serving a larger target population than expected, or missing an opportunity to work with a funder you weren’t aware of.

13. List any challenges encountered during the grant period that diminished your organization’s ability to achieve the intended outcomes.

14. What is your future funding strategy to continue the program and/or the organizational work the funding supported?
15. Please include a 150 to 250-word inspiring impact story and submit up to three (3) digital photos (size 300 dpi or larger) along with consent for publication. Share how a life or community was changed by the program or project. We want to share the good news of your great work!

16. Do you have any other comments or important information to share.