



URBAN FINANCIAL SERVICES COALITION National Program Fund Initiative Grant Proposal

A grant proposal must include the following items.

1. A grant proposal narrative, which describes:

- the need for the program or the problem to be addressed;
- the plan of action including the theoretical base or rationale for this approach;
- the impact and significance of the project, including its potential relevance beyond its immediate scope;
- the qualifications of the chapter to implement the program successfully;
- how the program will be evaluated;
- the plans for the future of the program including dissemination of results; and
- a copy of the Business Plan, Operating Plan, and/or Strategic Plan for the chapter. *(Required only for the Technical Assistance Grant Requests)*

Please be specific regarding how the chapter or project is addressing the issue or problem; then specific activities to be undertaken to achieve the goals, and the potential barriers to achieving the stated goal.

2. Financial information, including:

- a line-item budget identifying the project's income and expenses;
- a statement of actual revenue and expenses for the last two years for the organization as a whole and for the project, including an audited statement, if available; and
- a list of other contributions and sources of support for the project.

3. Organizational information, including:

- a history of the chapter, description of current activities and an annual report, if available;
- a roster of members within the chapter, including the chapter's organizational structure;
- copies of relevant articles or other publicity about the program or chapter;
- a letter from the Regional Vice President acknowledging and supporting the chapter's request for the grant. *(Required only for the Technical Assistance Grant Requests).*

APPLICATION INSTRUCTIONS

Initial Inquiry and Application

The UFSC National Program Funding Initiative is a Grant Program that provides funds to local Chapters of UFSC for the purpose of assisting with the development and implementation of National or Local Programs or providing Technical Assistance to Local Chapters. This program replaces the previous program called Corporate Membership Dues Revenue Sharing Program. All chapters are encouraged to approach the UFSC with a grant proposal request.

Deadlines for Application

The deadline for application is **May 15**. For those interested in applying, a completed application form and grant proposal **must be postmarked by the application deadline date**. If this date falls on a weekend or a holiday, the first business day following the deadline date will be the deadline. **UFSC will not accept applications sent by facsimile.**

To apply for a grant, you must:

1. Complete the 2-paged application form. Instructions for completing the application and submitting a grant proposal request are included in this document.

2. Send, together with the completed application form, a grant proposal, which contains the following information.
 - A description of your Chapter and/or project
 - The purpose for which funds are being requested
 - The funding amount requested
 - A project budget and a list of other sources of support
 - A plan of action including a description of cooperating agencies, if any
 - The intended results including measurable objectives, if applicable

3. Send one (1) original plus two (2) copies of the signed application and grant proposal to the following address:

Urban Financial Services Coalition, Inc.
c/o New Program Fund Initiative
1300 L Street, NW
Suite 825
Washington, DC, 20005



URBAN FINANCIAL SERVICES COALITION

National Program Fund Initiative

NOTE: Instructions for the Application Form are located at the end of this document. Please read it before you fill in the form.

CHAPTER

Name:	
Chapter President:	Telephone:
Street Address:	Fax:
City, State, Zip:	E-mail:
Chapter budget for most recently completed fiscal year: <i>*Please attach a copy of income/expense report for most recently completed fiscal year.</i>	
Date of last audit (if applicable):	

Tax Status *(Please indicate status below)*

501(c)(3) / Date of incorporation: <i>*Please attach a copy of the IRS determination letter.</i>	
Government agency:	Other <i>(explain)</i> :

Fund Request

Amount requested:	For how long:
Project title:	
Project address <i>(if different than above)</i> :	
Project budget:	Project length:
Project contact:	Contact telephone:

Please check one program category that best describes the organization/project.

National Program	Technical Assistance
Local Program	Other

Please check one category that best describes the population served by the organization/project.

African Americans	Hispanic
Asian/Pacific Islander	Poor/Disadvantaged
Children and Youth	General public
Disabled	Native Americans
Females	Other minorities

Signature of the chapter president authorizing this application to the National Program Fund Initiative of the Urban Financial Services Coalition is required below. Also, please attach a list of the chapter's board of directors.

Name, Chapter President (<i>please print</i>):	
Signature :	Date :

Instructions for the Application Form

- This application form should be submitted with the grant proposal.
- The name of the applicant chapter is the legal name as it appears on the IRS letter of determination of 501(c)(3) status. Attach a copy of the IRS letter of determination (if applicable).
- Date of incorporation is the date when the chapter was legally established.
- Date of last audit if the chapter is audited. Attach a copy of the most recent audit. If the chapter is not audited, include a copy of the year-end financial statement for the most recently completed fiscal year.
- The project contact is the person with responsibility for the project or program for which funds are requested.
- The program categories allow the organization to track applications according to general program, categories. Please check the one category that best describes the chapter/project.
- The population-served category should indicate whom the project serves or the primary constituency of the organization.
- The chapter budget should show total income and total expense for the most recently completed fiscal year. Please attach a copy of income/expense report for most recently completed fiscal year.
- Indicate the beginning and ending dates of the chapter's fiscal year.



URBAN FINANCIAL SERVICES COALITION National Program Funding Initiative Guidelines

General Information

The Urban Financial Services Coalition (UFSC) National Program Funding Initiative is a Grant Program that provides funds to local Chapters of UFSC for the purpose of assisting with the development and implementation of National or Local Programs or providing Technical Assistance to Local Chapters.

Eligibility of Chapters

All Chapters of the Urban Financial Services Coalition in good standing with the national organization as defined by the UFSC By-Laws. Individual members (15 or more members) with voting privileges as defined by the UFSC By-Laws.

Types of Grants

Programs submitted to the Urban Financial Services Coalition for funding must meet one of the following three criteria:

- *National Program*: a program that has been developed by the Urban Financial Services Coalition, such as Bank Education Awareness Month, Invest in our Youth, or Invest in our Community.
- *Local Program*: a program that has been developed by a local chapter of the Urban Financial Services Coalition.
- *Technical Assistance*: a request for financial or professional/technical assistance which will benefit a chapter requiring assistance with their operating income or leadership of their chapter. These grants are for one-time assistance for a chapter experiencing financial need or needing technical assistance. Grants may be used to assist chapters with operating expenses to assure ongoing viability of the chapter. Grants may be used to pay costs of technical assistance to help the chapter develop budgets, operating plans, strategic plans, leadership development etc. Chapters may apply for technical assistance in addition to program assistance based on demonstrated need.

Grant Range

The Urban Financial Services Coalition awards grants of up to \$1,000 for actual costs of material and supplies for a specific program. The funds are limited to one grant per chapter per calendar year. Where multiple chapters are involved in a program with expenses in excess of \$1,000, not more than two chapters may apply for a grant. The total amount paid for both grants will not

exceed the cost of the program or \$2,000. Where there is not a formal chapter, grants will be distributed through the UFSC National Office.

Deadlines for Application

The deadline for the application is May 15, 2001. For those interested in applying, the application and grant proposal **must be postmarked by the application deadline date**. If this date falls on a weekend or a holiday, the first business day following the deadline date will be the deadline. **Urban Financial Services Coalition Foundation will not accept applications sent by facsimile.**

Funding Period

Chapters that are awarded the grant funds will be notified the week of May 28, 2001, during the 27th Annual Conference for the Urban Financial Services Coalition. Allow three to four weeks after notification, for check processing.

Reporting Requirement

The UFSC maintains a continuing interest in the projects it funds. As a condition of a grant award, we require that the grantee submit to the UFSC a report summarizing the status of the project and a financial statement accounting for the use of the grant fund. The report is due 30 (thirty) days after the date of the activity.