

# The Cemala Foundation

## GRANT APPLICATION INFORMATION AND GUIDELINES

The Cemala Foundation is a private family foundation established in 1986 by Martha A. and Cesar Cone, II, to continue the family tradition of commitment to enhancing the quality of life of the community through grants to qualified charitable organizations.

### Special Interest Areas

The Cemala Foundation is particularly interested in programs that move forward its vision for Guilford County in which:

- Every child is developmentally ready to start school
- A 21<sup>st</sup> century education is available to all
- All employable citizens earn a living wage in a vibrant economy
- All citizens live in safe and affordable housing
- Center City Greensboro is the robust hub of the community
- The community is viewed as a desirable destination for individuals, families, and businesses including:
  - A thriving arts and cultural community
  - An environmentally friendly town
  - Easily accessible parks and recreation

### Types of Grants

**Project Grants.** The Foundation awards grants for new initiatives, special projects, expansion of current programs, and capital improvements. Usually these grants are made for one year only; however, multi-year grants will be considered if they address the Special Interest Areas.

**General Operating Support Grants.** The Foundation will consider operating support grant requests for projects that fall under the "Special Interest Areas." Usually these grants are made for one year only; however, multi-year grants will be considered.

**Emergency Operating Support Grants.** Occasionally, the Foundation will fund emergency operating support of an organization if the applicant organization has taken responsible action on its own to assume its economic viability but has experienced adversity due to economic downturn or other extraordinary circumstances.

### General Funding Policies

Grants are made only to non-profit charitable organizations which are tax exempt under Section 501(c)(3) of the Internal Revenue Code or to public governmental units. Generally, grants are limited to projects which benefit the citizens of Guilford County, North Carolina. Occasionally, projects which benefit the state of North Carolina as a whole are considered.

The Foundation does not consider support for annual campaigns, endowments, sectarian religious activities, or requests under \$1000. Grants are not made to individuals.

Grants from the Cemala Foundation are usually awarded for one year only.

Only one grant application may be submitted in any twelve month period. Organizations receiving grants are required to complete an evaluation report within twelve months after receipt of the funds.

### Review Process

The Board of Directors meets in the spring and fall to consider grant requests. Applications must be received by

March 1 or September 1 for action at the following meeting.

Applicants are encouraged to discuss their proposal with the Foundation's staff either by telephone or in person. Upon receipt of the completed proposal, staff may request additional information or schedule a site visit. Members of the Board of Directors prefer not to be contacted directly.

### Project Support Procedures

To apply, submit one (1) set of the following items. Please do not staple materials or place them in a bound notebook.

Please note that there are some differences in the information required depending upon the type of request.

1. **Grant Application** form completed, dated and signed by the Chief Executive Officer or Chairman of the Board of the organization.
2. **Proposal** of not more than two pages which includes (in this order):
  - (a) A short introductory paragraph with a concise statement of the purpose of the request and the amount requested.
  - (b) Elements: A detailed description (one of the two below).
    - (1) For projects, cover the issue being addressed; identify what will be different and why it is important, the outcomes to be achieved, plans for accomplishing the outcomes, project timetable, and the capacity of your organization to carry out the plans; if this is a collaborative effort, clarify the role of each partner; explain how you will evaluate the success and effectiveness of the program; if long term funding is required, explain the funding strategy.
    - (2) For general operating support and emergency operating support, identify the opportunities, challenges, issues or needs facing the organization; describe how the request will enhance organizational capacity and sustainability; enumerate how your organization has measured and/or will measure its success and effectiveness; detail the long term funding strategy. If this is for emergency assistance, describe how the organization has taken responsibility for its economic vitality and the extraordinary circumstance necessitating assistance.
3. **Project Budget** including both anticipated sources of income and projected expenditures.
4. **Organization's Operating Budget** for the current fiscal year including income (sources and amounts) and expenditures. For start-up requests, provide proposed budget.
5. **Board of Directors** list with affiliations/occupations.
6. **Financial Statements**, audited if available, for the most recent complete fiscal year. For emergency operating support requests, provide financial statements (balance sheet and profit and loss) for the last two fiscal years.
7. **Copy of IRS 501(c)(3) Determination Letter**.
8. **Optional Materials** may be submitted.