



## Vocational Fund for Alaska's Future Grant Guidelines

The Alaska Community Foundation (ACF) is currently accepting applications for the Vocational Fund for Alaska's Future grant program.

**Deadline for Applications: 5:00 PM, October 19, 2018**

**Request Amount: Between \$10,000 and \$50,000**

**Online Application Instructions Available [Here](#)**

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### Goals

The Vocational Fund for Alaska's Future (VFAF) grant program seeks applications from eligible organizations for projects that sharpen vocational skills and contribute to the competitiveness of Alaska's natural resource and overall economy. Proposed projects should focus on efforts to build a highly-qualified and highly-skilled workforce in Alaska's natural resource development industries -- with a preference for the oil, gas and mining industries. Desired activities for this program are those that help build skills of Alaskans of all ages in areas such as electrical work, plumbing, carpentry, welding, mining, engineering, geology, and other related disciplines.

Projects that build and refine skills that are cross-cutting across a variety of vocational industries and sectors will be especially competitive, as will projects that build career awareness, employability skills and promote cross-sector skill acquisition.

A project that leverages funds from other sources (local, state, federal, other grants, funds from the organization itself and in-kind donations) will be more competitive, although this component is not required. Preference will be given to projects that are located in rural Alaska or programs that reach rural communities in Alaska (defined as outside of Anchorage, Fairbanks and Juneau).

Grant-funded projects must be completed within 18 months from the date of grant disbursement. Extensions may be requested. An organization may have only one open grant through the VFAF program at any one time; new requests will not be accepted until the previous project's final report has been successfully completed.

### Eligibility Criteria

**Eligible applicants** include 501(c)(3) nonprofit or equivalent organizations located in the state of Alaska. Equivalent organizations may include tribes, schools, churches, local government agencies and programs.

**Ineligible applicants** include individuals; for profit, 501(c)(4) or (c)(6) organizations, non-Alaska based organizations; and state or federal government agencies.

## Projects

**Applications** for new and continuing programs will be accepted. Strong applications should include measures of success and demonstrate how funding will directly impact Alaska's workforce. Applications that demonstrate collaboration with other non-profits will be stronger and are encouraged. If you are applying for funding for an already existing program, demonstrate how the program has received funding in the past as well as how the program will be funded in the future. Projects involving training should demonstrate metrics on how many students have/will be trained upon completion of the project.

**Applicants** are eligible to receive funding for the same project for multiple years (maximum of 3 years) but must have completed the prior year's project and have a final report submitted before applying for the next year of funding.

**Overhead and Indirect costs** will be considered eligible expenses under this grant program but cannot exceed 10% of the total request.

**Ineligible projects** include religious indoctrination or other religious activities; endowment building; deficit financing; fundraising; lobbying; electioneering and activities of political nature; proposals for ads; sponsorships or special events; direct fundraising, including hiring a grant writer; reimbursement of pre-award costs; construction; purchase of real property; pass-through funding or other financial assistance to nonprofits; activities that have the potential to support terrorism; core government or organizational services; and any proposals that discriminate as to race, gender, marital status, sexual orientation, age, disability, creed or ethnicity.

**Exceptions:** In selected cases, projects undertaken by organizations that normally fall outside the above guidelines may be eligible to receive funding. Examples include: a religious organization whose proposal impacts the broader community; or a unit of government whose proposal extends beyond the traditional governmental functions and impacts the broader community.

## Review and Decision Process

Please contact ACF staff by phone or email to discuss your ideas. A draft review of your application is **strongly encouraged**. If your organization would like to have a draft review of your application, complete and save your application, but do not submit. Please email The Alaska Community Foundation at least two (2) weeks prior to the deadline at [grants@alaskacf.org](mailto:grants@alaskacf.org) requesting a review.

## Reporting

Submission of receipts or invoices is not required. Grantees must submit an online final report within 30 days of project completion. ACF reserves the right to require the return of funds if it deems that the grantee has not complied with the grant agreement terms for use of funds or with any law or regulation affecting the grantee, grant or ACF.

## About The Alaska Community Foundation

Established in 1995, The Alaska Community Foundation is a public nonprofit that connects people who care with causes that matter. Holding approximately \$75 million in more than 360 funds for the benefit of Alaskans, ACF grants \$3-4 million each year to charitable projects and nonprofit organizations across the state. Our mission is to transform gifts from Alaskans into an extraordinary contribution for our state's future. For more information, visit [www.alaskacf.org](http://www.alaskacf.org).

### ACF Contact Information:

[grants@alaskacf.org](mailto:grants@alaskacf.org)

(907)334-6700

Vocational Fund for Alaska's Future  
[grants@alaskacf.org](mailto:grants@alaskacf.org)

## How to Apply

ACF uses an online grant application system. Instructions for using this system are available [here](#). As an application is created, applicants will be prompted to select which grant program the application is for. Select “**Vocational Fund for Alaska’s Future**.”

Organizations interested in discussing project and proposal ideas are encouraged to [contact](#) ACF staff before applying.

### Grant Application Components:

- **Organizational Narrative**
  - Brief history and background of organization; mission; services provided; geographic area(s) served; population(s) served; and number of beneficiaries
- **Organizational Financial Information**
  - Provide information regarding your organization’s finances. If your organization’s current annual operating expense budget is \$500,000 or more, you must submit financial statements:
    - A financial statement (also known as a balance sheet) for the most recently completed fiscal year, identifying the fiscal year, and the current fiscal year, using the provided template;
    - Current fiscal year operating budget, showing sources of revenue and expenses, using the provided template.
- **Board Member List and Financial Contributions**
  - Provide a list of the organization’s Board of Directors (or equivalent) with affiliations for each member
  - List the amount of cash contribution each individual board member has made to the organization within the past 12 months, excluding in-kind donations
- **Project Narrative**
  - Description of the project for which grant funding is requested. Identify project need, current status, population the project will serve, project goals, timeline for implementation, number of individuals who will be directly impacted, project director, and how the project aligns with the goals of the Vocational Fund for Alaska’s Future
- **Budget Narrative**
  - Description of total cost of project, amount of the grant request, how the funds will be expended, and details regarding other sources of funding
- **Budget Spreadsheet**
  - Complete a line item budget form, including sources of funding and whether funding for each component is secured, requested, or committed