

GUIDELINES/INSTRUCTIONS

“Exemplifying Excellence Through EAF”
Alpha Kappa Alpha Educational Advancement Foundation
Community Assistance Award Application

Please read all instructions carefully before you begin to submit documents. All documents submitted become the property of the Alpha Kappa Alpha Educational Advancement Foundation. It is the responsibility of the applicant to submit a complete proposal packet. The Foundation will not assume responsibility for or attempt to join materials submitted separately.

The Community Assistance Award may be awarded to non-profit organizations for the following purposes:

- A. Attendance at seminars, leadership development workshops and conferences.
- B. Professional development in education and leadership affairs
- C. Seed money to develop a project to address a specific thrust of the Alpha Kappa Alpha Sorority, Inc. International Programs.

Instructions

The awards will be announced in December of 2020. Award amounts may vary.

All applications must be typewritten and double-spaced.

The applicant must submit **two letters of support** and other supporting documents, **budget**, and **narrative**, not to exceed five (5) typewritten pages, double-spaced. Additionally, provide a copy of your IRS 990 or audit.

The narrative should include:

- Name of project/activity
- Need or rationale
- Objectives
- Procedure
- Number of participants assisted by this program
- Target audience
- Relationship to Alpha Kappa Alpha Sorority, Inc. program priority
- Expected benefits
- Method of evaluation (with proper timeline)

The budget must include:

- Total funds for the project/activity
- Delineate the use of requested funds
- Funds from other sources (if applicable)

Within 90 days of completion of project/activity, a final report must be filed with the Educational Advancement Foundation which includes the actual budget expenditures and accomplishments.

**This is a one-time award. An organization that has received an award from AKA-EAF in the past is not eligible to apply.