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# Grant Guidelines

The Cherokee Preservation Foundation welcomes grant requests that meet eligibility requirements and address our focus areas. Please use these Grant Guidelines and the accompanying documents to plan your application. The Foundation program staff is available to discuss your program or project idea and respond to questions on all aspects of the Application and Grant Work Plan (call 828-497-5550 to request a consultation).

**Our Mission**

The mission of the Cherokee Preservation Foundation is to preserve our native culture, protect and enhance our natural environment, and create appropriate and diverse economic opportunities – in order to improve the quality of life for the Eastern Band of Cherokee Indians and our neighbors in western North Carolina.

**Eligibility for Grant Support**

* The Foundation will provide grants to nonprofit organizations with 501(c)(3) tax exempt status, as well as to schools, institutions of higher learning, federal, state, local and tribal government units.
* Applicant organizations must be located on the Qualla Boundary or in Cherokee, Clay, Graham, Haywood, Jackson, Macon or Swain County, or serve people of this region.
* The proposed work must directly benefit the people of the Eastern Band of Cherokee Indians (EBCI) and must involve EBCI members in project planning and implementation. Regional entities seeking CPF assistance must form a collaborative partnership with the EBCI in order to be considered for support.

**Focus of Foundation Investment**

The Foundation has three main focus areas:

* + Cultural Preservation
  + Economic and Workforce Development
  + Environmental Preservation

Proposed projects must fit into at least one of these areas and demonstrate how the project will help achieve the Foundation’s stated Goals and Strategies. (See the document “Cherokee Preservation Foundation Goals and Strategies” to determine if your program is appropriate for support. Then demonstrate this alignment in your Grant Application.)

Grants will **NOT** be made to or for any of the following purposes:

* Individuals
* Debt retirement or operational deficits
* General fund drives
* Endowment or reserve funds
* Influencing elections or legislation
* General funding of projects of governmental units
* Religious purposes

**Types of Grants**

Small grants are from $500 to $40,000. This category has three types of grants: Planning, Capacity and Project Specific.

* ***Planning Grants*** are awarded to organizations interested in working with others to achieve a shared vision. The funds can be used to support planning consultants, travel, office and meeting expenses and other costs related to planning.
* ***Capacity Grants*** assist organizations with developing their internal capabilities, such as strategic planning, financial management, marketing and outreach programs, leadership development, volunteer management, etc. “Capacity” refers to the ability of a group to carry out its programs successfully.
* ***Project Specific Grants*** are awarded for programs/projects that fit the three areas of focus (cultural preservation, economic development, and environmental preservation).

 

Large Grants are $40,000 and higher. Within this category, there are two types of grants: Project Specific and Preservation and Civic Enhancement Grants.

* ***Project Specific Grants*** are awarded to organizations for programs/projects that fit the three focus areas of cultural preservation, economic development, and environmental preservation.
* ***Preservation and Civic Enhancement Grants*** provide resources for specific projects in Cherokee communities and the seven western counties of North Carolina. Since these grants will be larger in size, and some will help fund capital projects, they present an opportunity for the Foundation to offer a “challenge” or “matching” grant. The Foundation will not fund these projects for more than half of the overall budget. All proposed grants must meet the following criteria: 1) Make a contribution to enhancing the Quality of Life of the community; 2) Have broad community involvement in the development of the project; and 3) Be available for significant community usage.

**How to Apply**

* + 1. Read the **Grant Guidelines** and **Foundation Goals and Strategies** carefully.
    2. Read the **Application Form** and answer the questions in the order listed. Use the **Helpful Tips and Examples** document to assist you with the questions.
    3. A **Grant Application Checklist** is provided to help ensure you complete and include all required documents.
    4. **Submit one signed original copy and five (5) copies** of the Application Form and required attachments. Applications may be delivered to the Foundation office (71 John Crowe Hill Road, Cherokee) or mailed to: Cherokee Preservation Foundation, P.O. Box 504, Cherokee, NC 29719. Do not fax or e-mail the application.
    5. Please type your application. Please use plain paper and **do not bind/staple or place the proposal in any type of cover.** *Please do not include guidance or instructional material from the foundation other than the GRANT APPLICATION CHECKLIST with your application*. Do not attach videos, publications, or organization brochures.
    6. The CPF will send an **acknowledgement** that we have received your proposal.
    7. Grant decisions are announced approximately four months after submission.

**Number of Applications Permitted**Grantees may receive up to one large grant and two small grants per calendar year. For grantees with active CPFdn grants, at least 50% of funds must be spent before new grants are awarded, and applicants must provide an Outstanding Grant Financial Report Form.

**Schedule and Deadline**Grant applications are accepted on or prior to the first Monday in June and December. Applications must be postmarked by the deadline date or delivered to the Foundation by 5 p.m. on the deadline date. No faxed or e-mail applications will be accepted. Completed grant applications may be mailed, couriered or delivered to the Foundation (see #4 under “How to Apply,” above) or submitted online at [www.cherokeepreservation.org](http://www.cherokeepreservation.org).

**Notification**Applicants will be notified in writing of the Foundation’s decision. If your project is approved for funding, a legal agreement that outlines the responsibilities of the Foundation and the grantee must be signed prior to release of funds. The grantee must submit an annual report on grant activities, as well as an end-of-grant report on program activities and expenditures, prior to submitting another grant application to the Foundation. Project costs incurred prior to written authorization from the Foundation will be ineligible for reimbursement. All awarded grantees must attend an orientation session prior to the disbursement of funds. For more information regarding orientation sessions, please contact the Foundation.

**Contact Us**If you have any questions, please call 828-497-5550, and we will be happy to speak with you.

 

**CHEROKEE PRESERVATION FOUNDATION GOALS AND STRATEGIES**

In the fall of 2021, Cherokee Preservation Foundation adopted a new Strategic Plan to guide its work. The following Goals and Strategies were developed as part of that process, which included extensive discussion with community members, local leaders, grantees and other stakeholders.

Those seeking support from the Foundation need to review this information prior to preparing a grant application and must then show how the proposed program or project would help achieve one or more of the Foundation’s stated goals and strategies. (See Grant Application Question A-1)

**CULTURAL PRESERVATION**

**Goal:** Improved quality of life for members of the Eastern Band of Cherokee Indians (EBCI) by helping tribal members live, share and preserve the Cherokee culture.

**Strategies**

***Culture-based Leadership Development***

* Support leadership programs that are grounded in traditional Cherokee cultural values.
* Identify and support formalized ways to keep new leaders connected with each other and aware of opportunities to help the community.
* Support the learning, teaching, and encouragement of civic participation and selfless leadership.
* Support selected cultural exchange experiences that encourage enrolled EBCI members and neighbors in western North Carolina to expand their horizons and teach others about Cherokee culture.

***Learning and Preserving Cherokee Culture***

* Support the sharing and teaching of Cherokee history and culture throughout the western North Carolina region, utilizing programming developed by or with the Cherokee community.
* Support the means for tribal members to interact with cultural experts so that future generations will understand, value, and maintain Cherokee culture, language and values.

***Cherokee Language Revitalization***

* Support start-up and expansion of community-based language programming to encourage tribal members on the

Qualla Boundary and in the western North Carolina region, especially second language learners.

* Support the development of supplemental materials for teaching Cherokee to pre-schoolers on the Qualla

Boundary, students in the Cherokee school system, and students at institutions of higher learning in western

North Carolina.

* Support language training of current and future teachers so they can teach Cherokee language courses, as well as Standard Course of Study curriculum to students in the Cherokee language.
* Apply learning from all language revitalization efforts to refine strategies, create new approaches and update the overall plan for language revitalization.

 

**ECONOMIC AND WORKFORCE DEVELOPMENT**

**Goal:** To encourage a healthy, diverse economy on the Qualla Boundary and in western North Carolina that is based on a strong technology infrastructure, a future-ready work force, entrepreneurial small businesses, and authentic and exciting cultural tourism attractions.

**Strategies**

***Business Research and Investment***

* Support research that defines business and service needs in Cherokee.
* Encourage projects that support new businesses and services to diversify the economy on the Qualla Boundary and in western North Carolina.
* Support efforts that make the Qualla Boundary more business-friendly.

***Technology and Skill Development***

* Support widespread use of high-speed Internet and training for digital literacy and other work skills necessary for a future-ready workforce.

***Comprehensive Community Planning***

* Work closely with EBCI Tribal departments and local nonprofit organizations to create a comprehensive approach to building a more diverse economy.
* Encourage grantseekers to work with EBCI Tribal departments to understand potential impacts of the projects they wish to undertake.
* Provide support for culturally authentic projects that would enhance the downtown and cultural district areas.

***Cultural Tourism***

* Advance the sustainability of cultural attractions that are critical to sharing Cherokee culture through the developmentof a comprehensive marketing strategy, high-quality visitor experiences and strong business practices.
* Ensure visitation and other marketing data is gathered and analyzed to inform, improve, and increase investment on the Qualla Boundary.
* Facilitate opportunities for Cherokee artists to improve their art and business skills so they can better their quality of life.

***Expansion of Entrepreneurship***

* Encourage successful entrepreneurship on the Qualla Boundary and in western North Carolina that will lead to a more vibrant and diverse economy.
* Work with local schools and institutions of higher learning in the region to expand and strengthen promising entrepreneurial and best business practice programs.

***Financial Literacy***

* Continue to support local organizations providing financial education and outreach and help make financial literacy education an integral element of how the EBCI prepares its next generation for responsibility and success.

 

**ENVIRONMENTAL PRESERVATION**

**Goal:** To support actions driven by the Eastern Band of Cherokee Indians (EBCI) that lead to more effective use of energy, land and other resources and benefit the next seven generations.

**Strategies**

***Protecting and Renewing Natural Resources***

* Support efforts on the Qualla Boundary and in western North Carolina around environmentally friendly practices such as increasing energy efficiency, developing local use of alternative energy, expanded recycling and others.
* Support collaboration between the EBCI, federal and state government, and nonprofit organizations that will lead to more effective use of land and natural resources, thereby fostering environmental sustainability that will benefit future generations.

***Expanding Raw Materials Availability for Local Artisans***

* Support community-based projects, convenings, training and data sharing that result in increased availability and use of traditional artisan resources for local EBCI artists.

***Supporting Environmental Awareness***

* Encourage and support environmental demonstration projects that have a well-planned public outreach component.
* Support development and use of a culturally relevant environmental curriculum created in collaboration with the local Cherokee community.

 

**GRANT APPLICATION CHECKLIST**

For your application to be considered **this checklist and** all items below must be included in your application package, which must be received at the Foundation before the deadline. Please complete this Checklist to ensure the required materials are included.

Feel free to call the Foundation Program Staff (828-497-5550) to ask questions or discuss this application process.

**Please submit one original completed Application Form and required attachments and five (5) copies.** Prior to 5:00 pm of the deadline date, applications must be delivered to the Foundation office at 71 John Crowe Hill, Cherokee or postmarked and mailed to: Cherokee Preservation Foundation, P.O. Box 504, Cherokee, NC 29719. Do not fax or e-mail the application.

**Grant Application Steps –** *Please check each box to ensure completion.*

**Grant Guidelines and** **Foundation Goals and Strategies** (Do not include with your application)

Review these documents prior to completing your application. The Foundation will prioritize those applications that clearly comply with our guidelines and match our funding goals and strategies.

 **Cover letter**

Enclose a cover letter, printed on your organization’s letterhead and signed by your nonprofit executive director or EBCI department head.

**Application Form** (2 pages)

Complete this form with current information.

* **Application Questions**

Provide brief but complete answers and use the Helpful Tips and Examples when answering the questions. (NOTE: Five (5) pages maximum for answers to the Application Questions A - G.

* **Grant Work Plan** (1 page)

Complete this form according to the Grant Work Plan instructions. Please also refer to the Grant Work Plan example.

* **Proposed Budget Form**

Provide details regarding proposed project expenses as well as details regarding funding sources including in-kind and secured matches. CPFs grantmaking role is to help deserving programs or projects get started, but the Foundation will rarely provide more than 50% of startup funding, and it generally does not provide funding for multiple years.

* **Board List (If Applicable)**

Include member affiliations, addresses and phone numbers.

* **Staff List**

Include titles and main responsibilities/functions.

* **Financial Report** (Please submit only **ONE** copy with the signed original packet)

Annual financial statements for the most recent two years. Audited statements are preferred. Tribal programs should submit a detailed program budget for the current year instead of financial statements.

* **Operating Budget**

For organization or Tribal program’s current fiscal year.

* **Partnership Information** (If applicable)

If the proposed project will be conducted in collaboration with other organizations, include letters or other documentation from them indicating their roles, responsibilities and contributions to the project.

* **Outstanding Grant Report** (If applicable If you currently have a grant from the Cherokee Preservation Foundation, you must submit this report on the progress of your project to date. The Outstanding Grant Report can be found on our website at **cherokeepreservationfdn.org**

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SPRING 2025 GRANT CYCLE

# Grant Application Form aPPLYING TO: \_\_\_\_\_\_ cHEROKEE pRESERVATION fOUNDATION \_\_\_\_\_\_ rtcar

**Please refer to the Grant Application Checklist for guidance in completing and submitting your application packet.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organization Information | | | | | | | | | |
| Organization Name: | | | | | | | | | |
| Mailing Address: | | | | | | | | | |
| City: |  | State: | |  | | | | Zip: |  |
| Phone: |  | | | | E-mail Address: | |  | | |
| Contact Person:      Title:      Phone: | | | | | | | | | |
|  | | | | | | | | | |
| Sponsoring Agency/Fiscal Agent (if applicable) | | | | | | | | | |
| Name of Sponsoring Agency: | | | | | | | | | |
| Mailing Address (if different than Physical Address): | | | | | | | | | |
| Physical Address: | | | | | | | | | |
| City: |  | | State: | | | | | Zip: | |
| Contact Person:     Title:      Phone:      Email Address: | | | | | | | | | |
| Administrative Fee: Percentage required by sponsoring agency \_\_\_\_\_\_\_\_%. Also denote amount on proposed budget form in designated section.  Fiscal Agent signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
|  | | | | | | | | | |
| Proposal Information | | | | | | | | | |
| Area of Grant Request (Please check one):  Cultural Preservation    Environmental Preservation    Economic and Workforce Development | | | | | | Type of Grant Request:  Small:  Project Specific  Capacity  Planning  Large:  Project Specific  Civic Enhancement | | | |
| Applicant Organization Type:  Arts and Culture  Environment  Health and Human Services  Civic and Community  Religious  Education: Preschool K-12  Post-Secondary    Government Agency/Unit:  Tribal  City/County  Regional  State | | | | | | | | | |
| **Please Indicate your tax status by checking below:**  School or Institution of Higher Learning OR  501 (c)(3) Nonprofit  Government Agency:  Tribal  Regional  City/County  State | | | | | | | | | |
| Tax Identification Number:  (**Your IRS Non-Profit Determination Letter must be attached)** | | | | | | | | | |

SPRING 2025 GRANT CYCLE

|  |
| --- |
| FUnding Request |
| Total Project Cost: $      Amount Requested: $ |
| Percent This Request is of Project Total:      % Percent of Funding Already Secured:      % |
| Project Title: |
| Project Description (60 words or less): |

SPRING 2025 GRANT CYCLE



**APPLICATION QUESTIONS**

|  |
| --- |
| Your responses to the following questions will enable CPF to clearly understand your organization and what you hope to achieve with this project.   * Please review the **Cherokee Preservation Foundation Goals and Strategies** starting on page 3 prior to completing this application. The Foundation will prioritize applications that clearly match our goals and strategies. * Next, respond to the following Application Questions with brief but complete answers. See attached **Helpful Tips and Examples** to aid with completing these questions. Please provide your answers in the area following each of the questions. |
| 1. **MATCH WITH FOUNDATION PRIORITIES**   **1.** How does your project **meet one or more of CPF’s funding goals and strategies?** (50 words or less) |
| **B. ORGANIZATIONAL PROFILE**  **2. What is your organization’s vision and mission?** |
| 1. What **are the indicators of your sustainability**? Please address financial and program factors. How would you plan to continue your program after this grant runs out? |
| **C. PARTICIPANTS**  **4.** What **challenge(s)** are you addressing and approximately **how many individuals**, households or organizations are impacted within your geographic area? |
| **D. YOUR PROJECT**  **5.** Please provide a **project summary.**  (150 words or less) |
| **E. KEY PEOPLE AND GROUPS**  **6.** Who are the **key people in your organization** responsible for achieving results? What special skills, qualifications and/or experience does each of them bring to the project? |
| **7.** Please list any **partners, intermediaries or advisors** important to your success and describe their role and evidence of their commitment. Describe successful collaborations with these people or groups. (**NOTE:** The Cherokee Preservation Foundation requires that funded projects involve EBCI members and organizations in planning and achieving their results. Please identify these relationships in this section.) Please also provide supporting documentation as appropriate. |
| **F. CAPACITY BUILDING**  **8.** What have you done in the past 12 months to strengthen your organization and/or staff? |
| **G. YOUR RESULTS**  In addition to responding to the questions above, please complete a **Grant Work Plan.** This document will be used at the conclusion of the project to compare your predicted results to your actual results. Instructions are provided. |
| **H.** **BUDGET** – Also complete the attached proposed budget forms. |

 

**HELPFUL TIPS AND EXAMPLES**

Cherokee Preservation Foundation provides grants to two types of organizations: nonprofits with tax-exempt status under section 501(c)(3) of the Internal Revenue Code; and public entities such as a school, institution of higher learning, or governmental unit (federal, state, local or Tribal). Depending on which type of organization you are, your response may differ.

In this document, we have provided Guidance and Examples to assist you in preparing your application. For every question, we request that you reply with adequate depth and specificity to help us understand the current situation and potential of your project idea, your organization, and leadership.

**Examples emphasize our focus areas of Cultural Preservation, Economic Development, and Environmental Preservation**

*Examples are not necessarily factual; they are presented to show the type of information we need in order to understand and assess your project and organization. Examples throughout this document include a variety of programs but your proposal would focus only on your program.*

1. **MATCH WITH FOUNDATION PRIORITIES**

**1.** How does your project **meet one or more of CPF’s funding goals and strategies?**

*Guidance:* The Cherokee Preservation Foundation has priorities we are trying to achieve in the areas of Cultural Preservation, Economic Development, and Environmental Preservation. These are expressed in our Strategic Plan and Desired Results documents. Please review these documents and

1. Understand the CPFdn priorities and how they relate to your program area.
2. Make sure your project is a “match,” and
3. Use your response to describe how your project reflects and will help accomplish one or more of these priorities.

*Example:* A stated goal in the Cherokee Preservation Foundation Goals and Strategies is “Support community-based projects, convenings, training and data sharing that result in increased availability and use of traditional artisan resources for local EBCI artists.” Our project meets this objective by expanding river cane tracts and landowner partnerships in order to make increased basket-making cane available to Cherokee artists. We have proven the success of the project through a pilot project, and we have identified future sites and willing landowners as well as a cooperative of artists who will utilize the new resource material.

**B. ORGANIZATIONAL PROFILE**

1. **What is your vision and mission?**

*Guidance*: We see vision as the end state you wish to achieve and mission as what you do and how you do it to achieve the end state sought. The best vision and mission statements are short and clear. We are especially interested in how your mission provides focus—and helps discourage taking on more projects because money is available. If you have any principles or values that are actively used in your programs and management, please include them as well.

*Examples:*

* Nonprofit organization – The Land Trust of the Little River is dedicated to conserving the waters, forests, farms, and heritage of the Upper Little River and Lower Little River valleys. We work in partnership with private landowners, public agencies, and others to conserve land, ensuring that the natural beauty, ecological integrity, and rural character of our region are preserved for generations to come.
* EBCI program – The vision and mission of the Greater Cherokee Tourism Council are:
* Vision – The Greater Cherokee Tourism Council is committed to the promotion of Cherokee through innovative, team and results oriented marketing strategies.
* Mission – The Greater Cherokee Tourism Council works as a team and utilizes data to efficiently and timely plan and implement the best strategies to market Cherokee.

1. What **are the indicators of your sustainability**? Please address financial and program factors. How would you plan to continue your program or project after this grant runs out?

*Guidance:* We want to invest in programs that have long-term viability. Predictors of success may include financial stability,

strong leadership, program achievement and/or on-going training.

*Examples:*

* Nonprofit organization – During the past year our leadership completed an analysis that identified which of our programs are most aligned with our mission and which programs make or lose money. We used this information to develop a new strategic plan and we have implemented working committees. The development committee has adopted a new fund development plan that reduces dependence on grants (from 60% to 38%) and moves donors toward multi-year commitments.
* EBCI program – The Energy Committee of the EBCI has in the past year established a new strategic plan and has defined work teams from four departments that are addressing each goal. We have received outside funding for 1/3 of our identified project areas in an effort to expand support beyond the Tribe and the CPF. Our financial projections show that we can begin generating income to support our costs by Year Two of this project. As project revenue increases, we can decrease our request and need for Foundation support. The Tribe has committed to long-term support.

**C. PARTICIPANTS**

**4.** What **challenge** are you addressing and approximately **how many individuals**, **households or organizations are impacted** within your geographic area?

*Guidance:* State the problem or challenge as it is experienced by those who are working on it. Please also provide the number of people affected, based on existing data, to describe the impact.

*Example:* Businesses need effective marketing and quality customer service to be successful. The Cherokee Chamber of Commerce currently has 30 members; a recent study shows there are more than 100 independent business owners on the Qualla Boundary. Additionally, the N.C. Dept. of Commerce data shows that on the Qualla Boundary, more businesses have closed (23) during the past two years than in the preceding five years (10). A recently conducted survey indicated that 36 business owners who are not currently members are interested in learning more about Chamber programs.

**D. YOUR PROJECT**

**5.** Please provide us with a **project summary**.

*Guidance:* In no more than 150 words, please summarize your project or program. Begin with, “ABC organization requests

$\_\_\_ to do ……….. Be sure to include these elements: who will be served, where will the project take place, what will the key result(s)/impact be, when will the project take place, and why is it important that you do this work?

*Example:* Land Trust of the Little River requests $X to expand its pilot program of river cane development and landowner partnerships to allow Cherokee artisans more sources for regular harvesting. We will build on and increase agreements with groups that we are currently working with such as The Big River Conservancy and the Smoky Mountain Alliance. We plan to increase from two to 15 plots totaling X acres in Swain, Jackson, and Graham counties. The first phase of the project will occur between (month) and (month); we anticipate the project being complete in one year.

**E. KEY PEOPLE AND GROUPS**

**6.** Who are the **key people** responsible for achieving results? What special skills, qualifications and/or experience does each of them bring to the project?

*Guidance:* The people behind a project are the most critical element in predicting project success. Describe why these are the right people to achieve the results you propose. Please go beyond resume details to the qualities that ensure their effectiveness.

*Example:* Cherokee Artisan Works (CAW) will provide a craft mentorship program utilizing the leadership of Ben Longtree, who has more than five years experience coordinating high quality programming. We have recruited six experienced artists in three disciplines (basketry, clay, woodcarving), each of whom will be matched with five mentees from Cherokee High School. The artists are Mary Swimmer (basketry); Rosanna Smith (clay); and Randall Raines (woodcarving), all of whom are members of the Qualla Coop and each of whom has completed a five-day mentorship training program offered at Western Carolina University Cherokee Center. Our liaison at the high school is Alvena Wilson, art teacher, who has identified student participants through a careful selection process. The program will be overseen by CAW Director Wendy Walkingstick.

**7.** Please list any **partners, intermediaries, or advisors** important to your success and describe their role and evidence of their commitment. Describe successful collaborations with these people or groups. (**NOTE:** The Cherokee Preservation Foundation requires that funded projects involve EBCI members and organizations in planning and achieving their results. Please identify these relationships in this section.)

*Guidance:* Many groups realize they can broaden their impact and perhaps save resources by partnering with others who share the same mission. Tell us who is working with you to help achieve results. Also tell us if you have a past track record and future commitment with whomever you include in your project.

*Example:* SmartPath Financial Education and Counseling knows that the key to people managing their money well is getting good spending and saving habits early. For their new program in Cherokee, SmartPath has established partnerships with the Cherokee Central Schools and The Sequoyah Fund to help recruit Cherokee instructors and participants. SmartPath also will utilize learnings from the Oklahoma-based Indianpreneurship program to make the new youth outreach program culturally appropriate. Please see attached letters of support from leaders of CCS, Sequoyah Fund and Indianpreneurship documenting this joint endeavor.

**F. CONTINUOUS LEARNING**

CPF values continued improvement of your organization and its staff. Please describe any training or learning activities (conferences, Skill Builders, WNC Nonprofit Pathways workshops or consultancies, etc.) during the past 12 months undertaken to develop your staff or organization.

**Incentive**: Cherokee Preservation Foundation prioritizes grant requests that show your leaders are pursuing professional learning opportunities. We provide Skill Builder workshops and are also a partner in the Western North Carolina Nonprofit Pathways program. Please indicate any plans to participate in these or other organizational development efforts in the coming year.

**G. YOUR RESULTS**

How well you define what you want to achieve at the front end of a project will help you know whether you succeed. The Cherokee Preservation Foundation provides a **Grant Work Plan** template for you to list your Outcomes/(Impacts), Milestones (key steps along the way), and Measurements (how you will track your results). We have provided a “Sample Grant Work Plan” to show the type of information we are seeking.

**H. BUDGET**

Complete the Budget Form and submit with these application materials. Please provide details regarding proposed project expenses as well as details regarding funding sources including in-kind and secured matches. **Please note: both pages of the budget form are required.**