

# Next Steps Fund Guidelines

## About the Next Steps Fund

The Next Steps Fund (NSF) is part of The Community Foundation's Mountain Landscape Initiative (MLI). Its purpose is to advance implementation of meaningful land use planning in towns and counties in a rural mountain region pressured by rapid growth. The Next Steps Fund provides up to \$10,000 in matching resources to local governments or nonprofit organizations to support local community-based efforts to adapt and implement tools from the Region A Toolbox developed at the May 13-20 Region A design charrette.

## Applicant Qualifications

- Must be a 501(c)(3) nonprofit agency or governmental/educational institution.
- Must serve a community within Cherokee, Clay, Graham, Haywood, Jackson, Macon, and Swain counties or the Qualla Boundary.

## Eligible Expenses

Next Steps Fund Grants are for specific activities to help a town, county or nonprofit organization to implement one or several of the recommended strategies contained in the Region A Toolbox. Preference is given to public engagement activities such as workshops that bring people together to determine how best to adapt and implement appropriate tools from the Region A Toolbox in their locale. Grant funds may be used toward costs of consultants as technical resources or for logistical support in bringing people together. Other activities will be considered on a case-by-case basis. Next Step Funds cannot be applied to expenses incurred before grant is awarded.

The applicant organization must demonstrate that it has raised the balance of the funds (besides the requested Next Step Funds) necessary for the project to be implemented. The Next Steps Fund will match local funding 1:1, up to a maximum of \$10,000.

Applications will be considered on a rolling deadline as long as funds are available. Receipt of grant applications will be acknowledged within 5 working days with a schedule for review and information about when grant funds would be available if approved.

For additional information or advice concerning submitting an application please contact Tim Richards, Senior Program Officer at CFWNC (828-254-4960 or [trichards@cfwnc.org](mailto:trichards@cfwnc.org))



The Community Foundation  
of Western North Carolina

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## Next Steps Fund Application

A complete Next Steps Fund Grant application includes submittal (one hard copy) to The Community Foundation office of a completed and signed CFWNC Grant Cover Sheet (form attached or link) and the Application Narrative (responses to the questions #1-6 below). Also submit just the Application Narrative attached to an email sent to [grants@cfwnc.org](mailto:grants@cfwnc.org). The narrative responses to the questions below should be answered within two typed pages using not less than 11 point font and one inch margins on standard (8.5 x 11 inch) paper. Number your responses but it is not necessary to restate the questions.

*Include the following information as a header on top of the first page of the narrative.*

**Name of Applicant Organization:**

**Project Title:**

**Name/Position of Lead Staff for Project:**

**Amount Requested:**

**Total Project Budget:**

1. Describe the purpose of the project and how it relates to the Region A Toolbox. Include a brief summary of the community (geographic area and situation), how this project developed, why it is needed and right time for this work.
2. Describe the expected impact of your project. What will be different as a result of your project?
3. Who are your partners and what is their commitment or level of involvement in the project?
4. What are potential obstacles to successfully completing your project? How are you addressing these obstacles in your project planning?
5. Provide a timeline highlighting the sequence and duration of major project activities.
6. Provide an overall project budget showing how Next Steps Funds are to be allocated to expenses, other expenses, and matching income sources.



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