



November 1, 2015

Dear NPU-V Neighbor,

It is our desire to invite you and others you may know across the NPU-V neighborhoods to apply to become an Advisory Board Member for the Community Investment Fund of The Annie E. Casey Foundation's Atlanta Civic Site. The Atlanta Civic Site (ACS) is pleased to kick-off the 2016 Community Investment Fund (CIF), The Atlanta Civic Site partners with community members to fund resident-led projects in NPU-V neighborhoods that focus on ACS's priority areas: Education Achievement, Neighborhood Transformation, and Family Economic Success.

### **The Role of Community Investment Fund Advisory Board Members**

The Board will review, select and manage funding for community projects, with support from ACS staff. Please note that Board members and groups they lead **are not eligible to apply for Community Investment Fund grants; individuals interested in applying for funding should not apply for board positions.** We will distribute more information about the grant application process once the Board has been assembled.

Below are some additional guidelines to consider before applying to the Board:

- The board will be comprised of a maximum of 13 people. We seek representation from all NPU-V neighborhoods;
- We ask that you disclose affiliations with groups that are currently active in NPU-V. During the grant selection, Board members must recuse themselves from the decision making process if an organization that they are affiliated with applies for funds;
- We are committed to assembling a Board that represents the diversity of the community. Emerging leaders or those who are new to community work are encouraged to apply. We are especially seeking to include some youth and young adult members this year;
- Board members will receive training necessary to carry out their responsibilities. No prior experience is required;
- Board membership will require a time commitment of 5-10 hours per month on average. This includes a required orientation, monthly meetings/workshops, and additional time for working with grantees;
- We are requesting a commitment of at least one year, beginning in February 2016. Board members terms are renewable annually, and they may serve for up to 4 years.

The ideal applicant is detail and deadline-oriented, has a strong commitment to NPU-V, and an interest in developing his/her leadership capacity. Semi-finalists will be interviewed the week of **January 11th** by a selection committee and new board members will be notified of their selection on **January 19, 2016**.

**Board applications are due by close of business Wednesday, January 6, 2016.** If you are interested in nominating an individual for Board membership, please provide his or her name and contact information to Tramunda Hodges ([thodges@aecf.org](mailto:thodges@aecf.org) / 678-686-0155), or pass along the application and encourage them to apply.

We want to recognize and express appreciation to the 2015 Board members for their commitment and service: Philip Wu, Yvonne Anderson, Laketa Whittaker, James Albright, Evelyn Clemons, Tamara Mason, Amber Bell, Geoff Heard, Elise Blasingame, and Becky Katz. Thank You!

We look forward to partnering with you and greatly appreciate your interest in developing a strong resident team to lead the Community Investment Fund.

Respectfully,

Geoff Heard  
2015 CIF Board, Co-Chair

James Albright  
2015 CIF Board, Co-Chair

Tramunda Hodges  
Atlanta Civic Site



Title:	Full Name:		
Phone:		Email:	
Address:			
City		Zip	
Neighborhood:			
How long have you lived in the community?			

*The following information is requested to help ensure that board composition adequately reflects the demographics of the NPU-V communities. You are not required to answer these questions, but your response will help us ensure a diverse and inclusive board.*

Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Age: <input type="checkbox"/> 17 or younger <input type="checkbox"/> 18-24 <input type="checkbox"/> 25-34 <input type="checkbox"/> 35-44 <input type="checkbox"/> 45-54 <input type="checkbox"/> 55+
Race/Ethnicity:	
Parenting:	
Do you have school age children? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, do your children attend school in NPU V? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, are you engaged in any parent groups? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, please name: _____	

Please describe your interest in serving as a member of the Community Investment Board.

What skills will you bring to the Board? What skills would you like to develop? Please check all that apply.

Skill(s)	very experienced	some experience	Need training
Advocacy and Organizing			
Board and Organizational Development			
Communication (Oral)			
Communication (Written)			
Community and Public Outreach			
Computer and Social Media Savvy			
Conflict Management			
Facilitation			
Financial Management			
Fundraising			
Grant Management			
Marketing			
Program Planning and Evaluation			
Strategic Planning			
If other areas, please specify:			

For the items you checked as “very experienced” or “some experience,” please provide details.

Describe a challenge you foresee in the Community Investment process and how you would address it.

This is a **volunteer working board**, meaning that you will be expected to attend a minimum of 80% of all meetings, trainings, activities, and other board-related events. As a volunteer, you will not be compensated for your participation. However, you will be provided with training and leadership development, networking opportunities, and an opportunity to positively impact your community.

Please discuss your ability to commit to the Board. Please specify any days or times that you are unavailable.

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Please provide contact information below for one personal and one professional reference.

References:

Name:	Phone Number:	Email Address:	Relationship:

You may also submit a résumé or any additional information that you feel is important to note when considering your application. Please limit your attachments to no more than two pages.

**Acknowledgement**

*To the best of my knowledge, the information given in this application is accurate and complete.*

Signature:	Date:
Guardian Signature if 17 or younger:	Date:

**SEND COMPLETED APPLICATION TO:**

**Tramunda Hodges at [thodges@aecf.org](mailto:thodges@aecf.org)**

**The Annie E. Casey Foundation  
Atlanta Civic Site  
477 Windsor Street, SW  
Suite 304  
Atlanta, Georgia 30312**

**ATTENTION: CIF Board Application**

**For additional information, please call (678) 686-0155.**

**Thank you for your interest!**