

Stewartville Area Community Foundation

105 E First St | Stewartville MN 55976 | StewartvilleACF@gmail.com

Grant Application Information

Our Mission

The Stewartville Area Community Foundation (SACF) strives to build a dynamic community by encouraging generosity, promoting civic engagement and providing the opportunity to enhance the quality of life by creating community partnerships.

Our mission for the Stewartville Area Community Foundation is to serve the greater Stewartville area by supporting programs and projects that improve the quality of life and build a stronger community.

Requirements

Applications must be submitted by a 501(c)(3) nonprofit organization or a unit of government, such as a municipality, township or school district. If the applicant is a 501(c)(3), a copy of the IRS Determination Letter should be included with the Grant Application. Applications that are not tax-exempt nonprofit organizations must apply through a fiscal agent willing to accept responsibility for the project, such as a municipality.

Criteria

The SACF awards grants to support programs and projects that improve the quality of life and build a stronger sense of community in the Stewartville area. Possible areas of funding include but are not limited to education, engaged seniors, arts & culture, civic & community improvement and health & wellness.

Preference is given to projects that demonstrate potential for long-term community benefit, have the potential for success in achieving their objectives, and encourage partnerships between and among community service groups, non-profit organizations and institutions.

The SACF awards grants in the form of matching funds with an upper limit. This is to encourage organizations asking for grants to be actively involved in fund raising. Generally, the SACF will match up to 50% of the project. Grants are awarded as funding permits and based on the decisions of the SACF Board of Directors. The SACF Board of Directors will have 30 days to act on a funding decision. Grant requests will be reviewed at the end of each quarter. The SACF will provide a written notice of award after their review.

Generally, the SACF does not make grants to or for the purpose of:

- Individuals
- General operating budgets
- Political campaigns
- Endowments
- Trips and Tours
- Scholarships
- General fundraising without a specific purpose
- Sports leagues or athletic organizations for day to day operations
- Capital/building campaigns

PROJECTS MUST BE COMPLETED WITHIN ONE (1) YEAR OF GRANT APPROVAL

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Grant Application

Due Dates

Grant applications are reviewed on a quarterly basis. Applications should be received by the SACF by March 30, June 30, Sept 30 and Dec 30. Grant applications may be mailed to SACF PO Box 275, Stewartville MN 55976 or emailed to StewartvilleACF@gmail.com

Applicant Information

Date of Application _____ Contact Person _____

Name of Organization _____

Address _____ Federal Tax ID _____

E-Mail _____ Telephone _____

Tax Status:

_____ 501(c)(3)

_____ Public Agency (government created)

_____ Unit of Government

_____ Fiscal Agent

If you plan to use a fiscal agent please provide their contact information, including their Federal Tax ID Number. The Fiscal Agent must sign the Grant Application and accept oversight responsibility for the project.

Project Information

Project Title _____

Project Start Date _____ Project End Date _____

Amount Requested \$ _____ Total Project Cost \$ _____

Summary of Project _____

Indicate the projected number to be served by your project:

_____ People _____ Agencies _____ Businesses _____ Communities

Project Narrative

Please answer the following questions as thoroughly as possible. This narrative should be no more than two pages.

Organizational History - Briefly describe your organization. Attach a copy of your IRS Determination Letter, if applicable.

Project Goals - What is the focus of this project and to whom are you going to be impacting with this project? How does your project address the community needs?

Project Objectives- Describe the clear, specific and measurable outcomes of the project. This should include all the details of the project (what, where, when, etc.).

Methods- How are you going to accomplish the goals and objectives?

Evaluation- How will you measure your results?

Budget- Submit a budget worksheet that lists all proposed expenditures for the project, and all revenue needed for the project, noting where funds have been secured or requested.

Budget

- 1) Total Cost of Project: \$ _____
- 2) Amount Requested from the SACF: \$ _____
- 3) How much have you or will you receive from other contributors? \$ _____
- 4) How will the money from this grant and other contributions be spent? _____

- 5) List any "in-kind" contributions (in-kind contributions are gifts of goods/services instead of cash):

On an additional page, please provide a budget justification, detailing the items listed on this budget page (i.e. consultant hired for 200 hours at \$25/hour). The more specific you are the better. Describe your plan and progress for securing additional funds, if necessary.

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Grant Application Submission Checklist

- Applicant Information
- Project Summary
- Project Narrative
- Project Budget
- Grant Report (to be completed within 4-6 weeks of project completion)

Agreement: In submitting the application, the applicant agrees to the following:

1. The applicant will spend funds solely for the purposes stated in the application. The applicant will refund any dollars that are used outside of the stated purpose. In addition, the applicant will submit a final report, within four to six weeks following implementation of project, in a format provided by SACF, including a financial statement documenting the expenditure of grant funds.
2. The applicant realizes that payment of the funds granted will be at the convenience of the SACF, including cancellation of the grant and/or modification of previously agreed upon payment schedules should such cancellation or modification be deemed necessary by the SACF.
3. The applicant understands that the SACF, in researching this grant application, may review any and all of the information submitted as part of the requests with advisors of the SACF's choosing, if deemed necessary by the SACF.
4. The applicant will recognize the SACF in all appropriate publicity connected to the applicant program.
5. The applicant understands that by submitting this application to the SACF for review, a grant is not guaranteed.

I have read and comply with the grant application requirements and criteria. To the best of my knowledge, all information provided in this application is true and correct.

Authorized Signature

Date

Print Name

Title

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Grant Report

The SACF requires that a completed Grant Report along with a photo(s) be submitted from all grant recipients within four to six weeks following the implementation of your project. Oral reports are encouraged at our monthly board meeting which is held the first Tuesday of each month. Your project must begin and end by the dates given in your grant application or the funds need to be returned to the Foundation.

This required Grant Report form along with a photo(s) should be completed and returned to us via email at StewartvilleACF@gmail.com or by mail to:

SACF
105 E First St.
Stewartville MN 55976

Current Date: _____ Date Funding was Granted: _____

Amount of Funding Received: _____ Actual Project Cost: _____
(If your project runs under budget by \$100 or more, please return the remaining monies to the Foundation to fund new requests.)

Contact Person and Organization: _____

Brief Project Description: _____

Do you feel that your project has met its goals and objectives and how has it positively affected the community?

Signed: _____ Date: _____