

# **GRANT PRE-APPLICATION GUIDELINES & PROCEDURES**



*Dedicated to community vitality since 1944*

400 South Broadway, Suite 300  
Rochester, MN 55904  
(507) 282-0203  
Fax (507) 282-4938

[www.rochesterarea.org](http://www.rochesterarea.org)

# INTRODUCTION

The Foundation has been serving the greater Rochester area as a community foundation since 1944. It is a tax-exempt, private nonprofit organization that receives gifts from individuals, families, corporations, private foundations, and governmental agencies. These gifts are carefully invested for maximum return and growth. The income from the endowment is used to assist the community in addressing current and emerging needs.

## Grant Program Guidelines

### Grantmaking Goals

The Foundation is committed to assuming a leadership role in grantmaking to address community concerns for which sufficient resources currently do not exist. This leadership role includes:

- 1) Developing and implementing a grants program focused on key community needs.
- 2) Convening diverse constituencies to facilitate dialogue and ideas on important issues.
- 3) Acting as a catalyst to stimulate public-private initiatives and to leverage Foundation funds for maximum impact.

### Eligibility

Pre-application will be considered from organizations whose projects are designed to benefit the residents of the greater Rochester area. Those eligible include:

- 1) Tax exempt 501(c) (3) organizations.
- 2) Units of government (cities, townships, county).
- 3) Government created organizations (public agencies).

### Priorities

The Foundation's Board of Trustees and staff are engaged throughout the year in planning sessions that result in specific grantmaking goals. While the Foundation will respond to agencies' new initiatives, it recognizes the importance of focusing its limited resources to have impact on community needs.

The Board of Trustees will seek input from the community and may adjust or modify its focus as conditions warrant. The current priorities are strengthening children and families and building nonprofit capacity. If you have questions about your project's compatibility with the Foundation's mission and priorities, please contact the Foundation staff for assistance.

### Screening Criteria

Grant pre-applications will be scored using the following criteria: Creativity/Innovation, Community Impact, Feasability, Collaboration, Financial Plan, Leadership, Alignment with Rochester Area Foundation Priorities, and Overall Impression.

## Required Attachments

Please include **nine** copies of the following documents when submitting your grant pre-application:

- 501(c)(3) letter of tax exempt determination
- Current Board of Directors list and their respective organizations/affiliations
- Staff list
- Organization budget for current fiscal year

## Time-Lines

The Foundation has two grant cycles per year. Pre-application must be received at the Foundation office by the due dates listed below for the respective grant cycle. Pre-application may be submitted via mail or e-mail.

Pre-application must be submitted in the format provided with these guidelines. **Please expand the narrative section by attaching additional sheets if space is needed.** You will be notified of your application status approximately three weeks following the pre-application deadline.

Applicants whose pre-applications qualify for further consideration will be asked to submit a grant application.

Applicants should not assume any funding commitment if the Foundation asks for a grant application.

The following time-lines are provided to assist with your planning:

	<u>Cycle 1</u>	<u>Cycle 3</u>
* Pre-Application Due (8 copies)	Jan. 2	Sept. 1
* Foundation Notification	Late Jan.	Late Sept.
* Grant Application Due	March 1	Nov. 1
* Funding Decision Notification	Late Apr.	Late Dec.

## Restrictions

In general, the Rochester Area Foundation does not award grants to the following:

- \* Individuals
- \* Endowments
- \* Annual Campaigns
- \* Ongoing General Operating Funds
- \* Proposals That Duplicate Existing Services
- \* Political Activities
- \* Religious Activities
- \* Replacement of Government Funding
- \* Deficit Funding

## Questions/Assistance

Please contact: Rochester Area Foundation  
400 South Broadway, Suite 300  
Rochester, MN 55902

Phone: (507) 282-0203  
Fax: (507) 282-4938

raf-info@rochesterarea.org

**ROCHESTER AREA FOUNDATION  
PRE-APPLICATION FOR GRANT PROGRAM**

Date of application: \_\_\_\_\_

**General Information**

Name of organization \_\_\_\_\_

Date Established \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

E-mail \_\_\_\_\_

Project Director \_\_\_\_\_

Title \_\_\_\_\_

E-mail \_\_\_\_\_

\_\_\_\_\_

Total Project Budget \_\_\_\_\_

\_\_\_\_\_

Amount Requested \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_  
Project Duration (MM-DD-YYYY)

When are funds needed? \_\_\_\_\_

**Agency Information**

General description of organization and purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Population served: (including numerical estimates for last year)

\_\_\_\_\_

Principal geographic area of service:

\_\_\_\_\_

Organization's fiscal year:

\_\_\_\_\_

Total operating expenses for the past fiscal year \$ \_\_\_\_\_ for current year \$ \_\_\_\_\_

Has the governing board approved a policy which states that the organization does not discriminate as to age, race, religion, sex or national origin? Yes \_\_\_\_\_ No \_\_\_\_\_

Does organization have FEDERAL tax exempt status? Yes \_\_\_\_\_ No \_\_\_\_\_ Tax ID #: \_\_\_\_\_

If no, please explain: \_\_\_\_\_

If no, does organization have a fiscal agent? Yes \_\_\_\_\_ No \_\_\_\_\_

(enclose a copy of the fiscal agent agreement)

Has request been authorized by the organization's governing body?

Yes \_\_\_\_\_ No \_\_\_\_\_ Date authorized \_\_\_\_\_



**Financial Information**

1. Total grant request: \$ \_\_\_\_\_

2. Line item detail for grant expenditure (total should equal sum listed in #1 above):

<i>Description</i>	<i>Amount</i>	<i>Description</i>	<i>Amount</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total grant expenditure: \$ \_\_\_\_\_

3. Other sources of support:

<u>Source</u>	<u>Secured</u>	<u>Pending</u>	<u>Amount</u>
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
Total			\$ _____

4. Total cost of project: \$ \_\_\_\_\_

5. If ongoing project, please complete three-year budget projection:

		<u>Projected Income</u>		
<u>Source</u>	<u>Secured</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
Total		\$ _____	\$ _____	\$ _____

		<u>Projected Expense</u>		
		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Personnel		\$ _____	\$ _____	\$ _____
Supplies/Services		\$ _____	\$ _____	\$ _____
Equipment		\$ _____	\$ _____	\$ _____
Miscellaneous		\$ _____	\$ _____	\$ _____
Total		\$ _____	\$ _____	\$ _____

**Budget Projection Narrative**

For ongoing projects, please describe the financial plan to sustain the project. Discuss funding sources that are unsecure and the plan to obtain support. Please discuss contingency plan if funding is not secure.