

GRANT APPLICATION GUIDELINES & PROCEDURES



Dedicated to community vitality since 1944

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INTRODUCTION

The Rochester Area Foundation (Foundation) is a community foundation established in 1944 to attract and administer charitable funds for the benefit of the residents of the greater Rochester area.

The Foundation operates under the direction of a volunteer Board of Trustees, composed of residents of Olmsted County. Trustees establish priorities, grant guidelines and procedures to guide the effective use of Foundation resources in meeting our community's needs.

Grant Application - Please Include **Eight** Copies

Grant applications are considered by the Foundation only after successful review of the pre-application.

Grant Application Guidelines

A) Applicant Organization Overview

Describe the organization's mission, values and structure. What are the organization's strengths that will aid in carrying out the project?

B) Project Description

Provide a concise description of the project. What are the goals, measurable objectives and timelines? How will the project meet the identified need? Why is it important to undertake the project?

C) Evaluation Plan

Describe how the project will be evaluated. What are the measurable outcomes that are anticipated? What are the evaluation procedures? How will the evaluation be used?

D) Detailed Project Income & Expense Report

Describe anticipated income, source for income, and whether funds have been secured or are pending. Identify and list anticipated in-kind income that you expect for the project.

E) Personnel Qualifications

Describe the qualifications and names of the personnel who would administer the grant. Provide the qualifications of the person(s) engaged in the work.

F) Attachments – please include **eight** copies of each of the following:

- * Cover Page (Use Attached Form)
- * 501(c)(3) Letter of Tax Exempt Determination
- * Applicant Organization's Most Recent Audit
- * Current Board of Directors
- * Letters of Support From No More Than Five Consumers or Community Leaders
- * Applicant Organization's Statement of Board of Directors Approval of this Request
- * Statistical Information Form (Use Attached Form)