LANESBORO AREA
COMMUNITY FOUNDATION
Building the Foundation of Community
an affiliate fund of Southern Minnesota Initiative Foundation

Grant Guidelines and Application

The Lanesboro Area Community Foundation (LACF) provides grants to support programs and projects that further our mission to be a good neighbor by investing in the vitality of the people and community of Lanesboro.

Requirements

Proposals must be submitted by a 501(c)(3) non-profit organization, or a unit of government, such as a municipality, township or school district. Include a copy of the IRS Determination Letter if the applicant is a 501(c)(3) organization. Applicants that are not tax-exempt non-profit organizations must apply through a suitable fiscal agent willing to accept responsibility for the project, such as a municipality, a school district or a non-profit organization.

Criteria

Grants are awarded annually, as funding permits. *Deadlines for grant submission are March 1. Decisions will be made by the Board in April.* Grants are expected to range from $250 to $5,000 for one-year of funding.

The LACF Board of Directors will use the following criteria when reviewing and evaluating applications:

- Focus Area: The population benefiting from the project is in the greater Lanesboro area and a local applicant submits the proposal. Particular interest areas of LACP are youth, seniors, and emergency assistance for people in crisis, and other programs/services that are for the community good.
- Need or Impact: There is a demonstrated need in the community for the project or service.
- Approach: Projects incorporate an innovative approach, avoid duplication of effort and promote collaboration when appropriate.
- Evaluation: Proposals have clearly stated goals and measurable outcomes.

LACF does not make grants for:

- Religious purposes and activities
- Lobbying and political activities
- For-profit businesses
- Debt retirement
- Multi-year commitments
- Administrative budgets for existing organizations
- Programs or services mandated by law
- National fundraising campaigns
- Ticket sales, raffles or fundraising dinners
- Endowment drives

Lanesboro Area Community Foundation

Grant Application

Grant Application Submission Checklist:

- ☐ *Cover Letter*
- ☐ *Organization Information*
- ☐ *Project Summary*
- ☐ *Project Narrative*
- ☐ *Project Budget*
- ☐ *IRS Determination Letter*

Organizational Information

Name of Organization:

Address City, State, Zip:

Federal Tax ID Number:

Phone / Fax /Website:

Name and Title of Contact Person:

Phone and Email of Contact Person:

Tax Status:

- ☐ 501(c)(3) – include a copy of the IRS Determination Letter
- ☐ Unit of government or Public Agency (government created)
- ☐ Fiscal Agent for _____ (name of organization)
- ☐ Other

If you plan to use a fiscal agent, please include contact information below, including their Federal Tax ID Number. Fiscal agent must sign grant agreement and accept oversight responsibility for the project.

Name: Title: Organization:

Address:

Phone: Email: Website:

Signature of Fiscal Agent: _____Organization: _____ Date: _____

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Grant Application

PROPOSAL INFORMATION

Project Title:

Project Start Date: Project End Date:

Please give a 2-3-sentence summary of your proposal:

Population served by the project:

Amount Requested: Total Project Cost:

PROPOSAL NARRATIVE

Please answer questions 1 -6 in no more than two pages:

1. Organizational History: Briefly describe your organization.

2. Program Goals: What does the project hope to accomplish?

3. Program Objectives: These are clear, specific and measurable outcomes of the project. State the who, what, where and when.

4. Methods: How are you going to accomplish the goals and objectives? What combination of activities and strategies have you selected to bring about the desired results? Why did you select this approach, given all of the possible approaches?

5. Evaluation: How will you measure your results?

If you have any questions, please contact The Grants Committee, Lanesboro Area Community Foundation, P.O. Box 370, Lanesboro, MN 55949 or contact Steve Harris at 952-836-7904 or email sharris1962@nsm.com.

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Grant Application

BUDGET

A. How much will your total project cost?

B. How much are you requesting from the LACF?

C. How much have you or will you receive from other contributors?

(B + C must equal A)

D. How will the money from this grant and other contributions be spent? (The total of D must equal A)

E. List any "in-kind" contributions (in-kind contributions are gifts of goods or 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.

AUTHORIZATION

I certify that the information contained in this grant application is true and correct to the best of my knowledge. I have the authority to apply for the funds requested.

Name and title of top paid staff or board chair:

Signature of top paid staff or board chair: _____

Date: _____

Please submit application to:

Lanesboro Area Community Foundation
P.O. Box 370
Lanesboro, MN 55949
and email: sharris1962@nsm.com

Rev: 10-18-18