



Guidelines and procedures for grant making.

Mission Statement:

The purpose of the Foundation is to nurture philanthropy and to provide opportunities for present and future generations. The Montevideo Area Community Foundation offers an opportunity to enhance the quality of life in the Montevideo Area.

Applications:

The Grants Committee of the Foundation meets once a year. The applicant shall submit an application in the form provided by the foundation by mail or email. Completed applications shall be submitted to:

Grants Committee
Montevideo Foundation
PO Box 261
Montevideo, MN 56265
montefound@gmail.com
www.montevideofoundation.org

If an application is clearly outside of the objectives and guidelines of the Foundation, or if the application is incomplete, it will be returned to the applicant. Eligible applications will be reviewed by the Grants Committee, which will prepare recommendations for the consideration by the Foundation Board of Directors. The Foundation's Board of Directors shall make the final decision on the awarding of grants. Upon approval of an application by the Board, a Grant Agreement will be prepared.

Eligibility:

- Organizations and agencies applying for grants must serve residents in the Montevideo area.
- Grants are restricted to non-profit organizations, which have a 501(c) 3 tax-exempt status from the Internal Revenue Service and government agencies.

Restrictions: Only one grant application can be awarded per year, and eligible requests can not be used to

- Support operational expenses of well-established organizations or an annual fund drive for sustaining support.
- Establish or add to an endowment fund.
- Support the general use of churches or sectarian religious purposes; however, this does not preclude consideration of human service projects undertaken by church-affiliated or supported organizations.
- Help debt retirement or deficit financing.
- Replace government funding which has been reduced or eliminated.
- Support political or fraternal organizations.
- Support national fund-raising efforts; however, this does not preclude consideration of requests for local projects being undertaken by a national organization.
- Provide funds to a project more than once.



**MONTEVIDEO AREA
COMMUNITY FOUNDATION**

An Affiliate of Southwest Initiative Foundation

Foundation Focus Areas:

- Art and Humanities
- Community and Civic Affairs
- Education
- Historic Preservation
- Health and Human Services
- Social Economic Affairs
- Environment/Conservation

Criteria for Review of Requests:

- Need: Does it address an important community need? How does it relate to the Foundation's priorities? Do similar projects or services exist in the community?
- Feasibility/Impact: Can the project be accomplished? Will the effort result in the impact or solutions described? Will the positive changes likely endure beyond the life of the project?
- Organization Capacity: Is the project appropriate for the applicant? Do they have qualified staff and resources to complete the project? Are they committed to the project?
- Resources: Is the budget for the project realistic? Are other potential funding sources being approached? Is it likely that other funding can be obtained? If successful, can the project be supported in the future?

Matching Fund/Challenge Grants:

The Foundation encourages the participation of others in the funding projects, and places emphasis on providing matching funds or challenge grants in an attempt to stimulate responses from other sources.

Discrimination:

The Foundation will operate without discrimination as to race, age, religion, gender, sexual orientation, color, handicap, or national origin in consideration of grant requests. The Foundation will also award grants only to agencies and organizations which do not discriminate as to race, age, religion, sex, and national origin.



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GRANT APPLICATION

General Information:

Name of Organization (Legal Name) _____

Federal Tax ID Number _____

Address _____
Street/P.O. Box _____ City _____ State _____ Zip _____

Contact Person _____ Title _____

Telephone # _____ E-mail address _____

Tax Status (check one): _____ 501 C 3 _____ Public Agency (Government created)

_____ Unit of Government _____ Other (_____)

Project Description:

Name of project _____

Statement of project purpose _____

Geographic area to be served by project _____

Project Information:

(Check one):

_____ Arts and Humanities _____ Community and Civic Affairs _____ Environment/Conservation

_____ Education _____ Social and Economic Affairs _____ Health and Human Services

_____ Historic Preservation _____ Other

Project Beginning Date _____ Project Ending Date _____

Total Project Budget _____ Amount Requested _____

(Check one – if applicable):



_____ Match for another grants(s) _____ Match funds from other sources _____
_____ Planning _____ Staff and volunteer training and enhanced public awareness

Attach to the cover page the following narrative information:

1. Description of project. Include purpose and objectives.
2. The specific purpose of funds requested.
3. The need for the project in the community. Include its significance and an estimate of the number of Montevideo area residents who will benefit.
4. Board/committee or staff qualifications and/or experience in relation to the project's purpose, their probable availability for the duration of the project, and whether or not they can be replaced in the event they resign or are otherwise not available.
5. A statement advising how the grant, if made, can be evaluated with regard to the funds going to the agreed upon purpose and the effectiveness of the project.
6. A detailed budget showing how the money will be spent, this includes a summary of the project's projected revenue sources and, if applicable, plans for continued funding of the project.
7. Provide a statement as to why the Montevideo Foundation support is requested, a description of what efforts have been made to obtain other required funds, and a list of approved, pending, and denied requests. Include the amount received to date from other sources.

In addition to the above narrative, the following must be attached:

1. A copy of the organization's tax-exempt letter.
2. A complete list of the governing board members.
3. Evidence that this application has approval of the Board of Directors (a copy of the minutes where the Board of Directors approved this application).
4. The latest annual operating budget which reflects current expenditures and receipts and a statement of assets.

Photographs:

Attach photographs as needed.



Acknowledgement of Support:

The grantee agrees to acknowledge the support of the Montevideo Community Foundation in all press releases/statements relating to the project.

Project Activity Report:

A completed Project Activity Report must be submitted within 30 days of the Project Ending Date or completion of the project.

Please send one original and six copies of the application, unless emailed. The six copies do not have to include the organization’s tax-exempt letter, list of board members, minutes showing approval, and financials.

Project Activity Report Form

- 1. Grantee: _____
- 2. Grant Project: _____

Answer all of the following questions as completely as possible, using additional pages if needed.

- 1. What were the original objectives of the project?

- 2. How were the objectives fulfilled?

- 3. Describe the tangible and intangible benefits of the project.



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4. Include a copy of the project's budget which includes all income and disbursements.

Authorized Officer

Date

Submit the Project Activity Report to:

Grants Committee

Montevideo Foundation

PO Box 261

Montevideo, MN 56265

montefound@gmail.com

This Project Activity Report must be submitted within 30 days of the project ending date or the completion of the project.