



Sheyenne Valley

COMMUNITY FOUNDATION

COMMUNITY GRANT ROUND GUIDELINES

GRANT PROPOSAL GUIDELINES

The Sheyenne Valley Community Foundation (SVCF) is pleased to announce our 2020 *Community Grant Round*. This is an opportunity for local charitable organizations to apply for grant funds that impact Barnes, Ransom and Griggs Counties. Funds used to support our Community Grant Round come from the generosity of those who support our Annual Fundraising Event, the John Deere Foundation and Donor Advised Funds.

The overall goal and purpose of the Community Grant Round is to address and support current and emerging community needs in the areas of: Basic Human Needs; Education, Arts, Culture and Creativity; and Community Building.

Projects are strongly encouraged to demonstrate through the grant application how support will be leveraged from others, promote collaboration and have realistic planning and management.

Eligible Applicants

Charitable organizations may apply and should submit either:

1. 501c3 determination letter from the IRS or,
2. Fiscal Sponsorship Commitment Form if you do not have a tax-exempt status from the IRS or,
3. Provide organizational documents showing how your organization meets the charitable requirements which can include Mission and Vision, Bylaws and/or Articles of Incorporation.

Applicant organizations must be located in or directly benefit the residents of Griggs, Barnes or Ransom Counties, North Dakota.

Types of projects normally NOT funded by the SVCF:

Annual appeals or membership drives; capital debt reduction; individuals or for-profit organizations; capital campaign projects; organizations with outstanding final reports from previous SVCF grants; political projects; religious groups for religious purposes; and funding for any project expense incurred before the decision date.

What is the deadline for applying?

The current grant round **deadline is 5:00 PM on February 14th, 2020.**

What is the proposal format?

Please submit proposals electronically to foundation@hellovalley.com or in hard copy to 250 West Main Street, Valley City, ND 58072. **See the proposal checklist for details.**

After you submit your Proposal:

The Foundation Director will review all completed grant proposals and provide additional feedback to ensure grant applications meet the requirements. There will be a two week period for changes to be made if feedback is provided. The Foundation Board will review all completed grant proposals and award grant funds. Organizations receiving grant awards will be required to sign and return the Grant Agreement Form before receiving payment, and must complete a Final Report within a year. Please feel free to contact Andrea Nelson, foundation@hellovalley.com with any questions.

GRANT PROPOSAL CHECKLIST

Proposals received after the grant deadline will **not** be considered. Proposals which are not fully complete or those which do not address specific information requested below will not be considered.

Cover Sheet

- Complete Cover Sheet- all questions are required to be answered
- Signature

Narrative

- Narrative information- all questions must be answered completely

Project Budget (*project only*) **1 page**

- Total Project Budget

Include:

- Project expense and revenue
- Indicate other funding source(s) and status of request

Attachments

- Board member list and years of service- (*required*)
- Summary of annual operating budget for the requesting organization (*1 page max*) (*required*)
- 501c3 documentation, fiscal sponsorship form, or other materials showing charitable intent (*required*)
- Project brochure (*optional*)
- Additional relevant information (*1 page max*) (*optional*)

Please do not staple or bind materials. Paperclip pages in order of requested information.

GRANT PROPOSAL COVER SHEET

Federal ID # _____

Name of
Organization _____

Address _____ City _____ State _____ Zip _____

Contact Person _____ Phone _____

E-mail _____ Website _____

1. Is your organization a 501(c)(3) public charity as defined by the IRS, unit of government or a religious institution? Yes No

If no, please complete the 501(c)(3) Fiscal Sponsor Commitment form or provide additional materials as requested in the Grant Proposal Guidelines.

2. Name of project: _____

3. Summary of project (1-2 sentences) _____

4. Project duration (month/year to month/year): _____ to _____

5. Geographic area of population served _____

6. Age group of population served by the project _____

5. How many people will directly benefit from this project: _____

6. Total project budget: \$ _____

7. Amount requested from SVCF: \$ _____

8. Amount raised to date: \$ _____

9. Has this organization received prior funding from SVCF? Yes No

If yes, list the project, grant amounts and year received: _____

Signature: _____ Title _____

3. **Need.** Please describe how you have identified the need for this project. Include any data to support this need.

4. **Community Impact.** Tell us about your plans and how this initiative will have an impact in the community. Identify any community partners.

5. **Measuring Success.** How will you define success and what indicators will you use to measure success?

6. **Sustainability.** How will the impact of the project be sustained?

7. **Partial Support.** How would partial support affect the project?