

GRANT APPLICATION GUIDELINES & PROCEDURES



Rochester Area
Foundation

Dedicated to community vitality since 1944

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www.RochesterArea.org

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 the greater Rochester area. Trustees establish priorities, grant guidelines and procedures to guide the effective use of Foundation resources in meeting our community's needs.

Grant Application - Please e-mail jane@rochesterarea.org with the documentation. If documentation has been submitted during the pre-application it does not need to be repeated with this submission.

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

Grant Application Guidelines

Please include the following information in your final grant application in addition to completing the attached sheets.

- A) **Applicant Organization Overview:**
Describe the organization's mission, values and structure. What are the organization's strengths that support 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 indentified 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 copies of each of the following:**
 - * Cover Page (Use Attached Form)
 - * 501(c)(3) Letter of Tax Exempt Determination or Fiscal Agent Agreement Letter
 - * 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)

**ROCHESTER AREA FOUNDATION
GRANT APPLICATION COVER PAGE**

Date of application: _____

General Information

Name of organization _____ *Date Established* _____

Address _____ *City, State, Zip* _____

Phone _____ *Fax* _____

Contact Person _____ *Title* _____ *E-mail* _____ *Phone* _____

Project Director _____ *Title* _____ *E-mail* _____ *Phone* _____

_____ *Total Project Budget* _____ *Amount Requested* *From* ___ / ___ / ___ *To* ___ / ___ / ___
Project Duration

When are funds needed? _____

If you were to receive funding from the Foundation, please describe your plans to publicize the award:

Project Summary

Authorized Signature: _____ **Title:** _____

Organization Name _____ *Contact* _____ *Phone* _____

Statistical Information Form

Racial/Ethnic Composition

African American	# _____	# _____
Asian American	# _____	# _____
Caucasian	# _____	# _____
Hispanic	# _____	# _____
Native American	# _____	# _____
Pacific Islander	# _____	# _____
Other	# _____	# _____

Total # _____ # _____

Gender

Female	# _____	# _____
Male	# _____	# _____

Total # _____ # _____

Persons With Disabilities

Physical	# _____	# _____
Mental	# _____	# _____

Total # _____ # _____

Annual Operating Revenue

Government	_____ %
United Way	_____ %
Fees and Dues	_____ %
Donations/Gifts	_____ %
Interest Income	_____ %
All Other Sources	_____ %

Total _____ **100%**

How much did your organization spend during the most recent fiscal year in fundraising? \$ _____

Has your organization employed a professional fundraiser in the last five years? _____ (Yes or No)