

GRANT PRE-APPLICATION GUIDELINES & PROCEDURES



Rochester Area
Foundation

Dedicated to community vitality since 1944

12 Elton Hills Drive NW
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www.rochesterarea.org

INTRODUCTION

The Foundation has been serving the greater Rochester area as a community foundation since 1944. It is a tax-exempt, private nonprofit organization that receives gifts from individuals, families, corporations, private foundations, and governmental agencies. These gifts are carefully invested for maximum return and growth. The income from the endowment is used to assist the community in addressing current and emerging needs.

Grant Program Guidelines

Grantmaking Goals

The Foundation is committed to assuming a leadership role in grantmaking to address community concerns for which sufficient resources currently do not exist. This leadership role includes:

- 1) Developing and implementing a grants program focused on key community needs.
- 2) Convening diverse constituencies to facilitate dialogue and ideas on important issues.
- 3) Acting as a catalyst to stimulate public-private initiatives and to leverage Foundation funds for maximum impact.

Eligibility

Pre-application will be considered from organizations whose projects are designed to benefit the residents of the greater Rochester area. Those eligible include:

- 1) Tax exempt 501(c) (3) organizations.
- 2) Units of government (cities, townships, county).
- 3) Government created organizations (public agencies).
- 4) Organizations represented by a fiscal agent.

Priorities

The Board of Trustees will seek input from the community and may adjust or modify its focus as appropriate to assure grantmaking goals continue to meet the community's emerging needs. If you have questions about your project's compatibility with the Foundation's mission and priorities, please contact the Foundation staff for assistance.

Screening Criteria

Grant pre-applications will be scored using the following criteria: Creativity/Innovation, Community Impact, Feasibility, Collaboration, Financial Plan, Leadership, Alignment with Rochester Area Foundation Priorities, and Overall Impression. The scoring matrix can be found at the end of this pre-application. Incomplete applications will not be considered.

Required Attachments

Please e-mail the following documents when submitting your grant pre-application. If e-mail is not an option you may mail it to the Foundation.

- Current Board of Directors/governing body member list and their respective organizations/affiliations
- Staff list
- The completed pre-grant application – narrative section may be expanded as needed up to **3 pages total**. Please do not include information that is not requested.

Time-Lines

The Foundation has two grant cycles per year. Pre-application must be received at the Foundation office by midnight on the due dates listed below for the respective grant cycle. Receipts will be acknowledged and you will be notified of your application status within four weeks following the pre-application deadline.

Applicants whose pre-applications qualify for further consideration will be asked to submit a final grant application.

Applicants should not assume any funding commitment if the Foundation asks for a final grant application.

The following time-lines are provided to assist with your planning:

| | <u>Cycle 1</u> | <u>Cycle 2</u> |
|---------------------------------|----------------|----------------|
| * Pre-Application Due | January 1 | August 1 |
| * Foundation Notification | January | August |
| * Grant Application Due | February | September |
| * Funding Decision Notification | March | October |

Restrictions

In general, the Rochester Area Foundation does not award grants to the following:

- * Individuals
- * Endowments
- * Annual Campaigns
- * Ongoing General Operating Funds
- * Proposals That Duplicate Existing Services
- * Political Activities
- * Religious Activities
- * Replacement of Government Funding
- * Deficit Funding

Questions/Assistance

Please contact: Jane Angelone
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Rochester, MN 55901

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ROCHESTER AREA FOUNDATION
PRE-APPLICATION FOR GRANT PROGRAM

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 (MM-DD-YYYY)

Agency Information

General description of organization and purpose:

Population served: (including numerical estimates for last year)

Principal geographic area of service: _____

Organization's fiscal year: _____

Total operating expenses for the past fiscal year \$ _____ budget for current year \$ _____

Has the governing board approved a policy which states that the organization does not discriminate as to age, race, religion, sex or national origin? Yes _____ No _____

Does organization have FEDERAL tax exempt status? Yes _____ No _____ Tax ID #: _____

If no, please explain: _____

If no, does organization have a fiscal agent? Yes _____ No _____ (enclose a copy of the fiscal agent agreement)

Has request been authorized by the organization's governing body?

Yes _____ No _____ Date authorized _____

Authorized Signature: _____ Title: _____

Financial Information

1. Total grant request: \$ _____

2. Line item detail for grant expenditure (total should equal sum listed in #1 above):

| <i>Description</i> | <i>Amount</i> | <i>Description</i> | <i>Amount</i> |
|--------------------|---------------|--------------------|---------------|
| _____ | | _____ | |
| _____ | | _____ | |
| _____ | | _____ | |

Total grant expenditure: \$ _____

3. Other sources of support:

| <u>Source</u> | <u>Secured</u> | <u>Pending</u> | <u>Amount</u> |
|---------------|----------------|----------------|---------------|
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |
| | | Total | \$ _____ |

4. Total cost of project: \$ _____

Budget Projection Narrative

For ongoing projects, please describe the financial plan to sustain the project. Discuss funding sources that are unsecure and the plan to obtain support. Please discuss contingency plan if funding is not secure.

Pre-application Screening Criteria

Grant pre-applications will be scored using the following rating system and criteria:

1 point=Below Expectations

3

5 points=Exceeds Expectations

Creativity/Innovation

- 5:** Project design and/or delivery is new to the community; has potential to address need at lower cost and/or address root cause(s) that create need.
- 1:** Expansion of existing project.

Community Impact

- 5:** If successfully implemented, project has the potential to be transformative within project target area.
- 1:** Will have minimal impact on project target area.

Feasibility

- 5:** Agency has capacity; proposed budget is sufficient to meet goals; diverse funding support is probable; low risk of failure.
- 1:** Agency has no or minimal track record with proposed budget; budget does not appear adequate to meet goals; Foundation is looked to be majority funder; or risk of failure is medium to high.

Collaboration

- 5:** Project planning and delivery involves multiple agencies which strengthens application.
- 1:** Project involves only applicant agency in planning and delivery.

Financial Plan

- 5:** Well thought out financial plan that shows how project will be sustained after first year. Financial resources are secured or highly probable for three years.
- 1:** Financial plan relies on funding that is unsecured; agency has few resources and no contingency plan if funding falls short.

Leadership

- 5:** Strong board of directors; board is representative of community; management staff have experience to implement project.
- 1:** Board of directors is inexperienced in governing; management staff is new or there are key vacancies waiting to be filled.

Alignment with Rochester Area Foundation Priorities

- 5:** Proposed project supports attainment of the mission of the Foundation.
- 1:** Proposed project is outside of any of RAF's mission.

Overall Impression

- 5:** Proposed project is clearly described; need for project is compelling; outcomes are clearly defined and processes to measure are outlined.
- 1:** Difficult to understand what is being proposed; need for project has not been documented; and/or outcomes are not measurable.