

MARTIN COUNTY YOUTH FOUNDATION GRANT MAKING GUIDELINES

The Martin County Youth Foundation's mission is to acquire manage and distribute funds to enhance the lives of youth in Martin County.

The Foundation will accept grant applications twice each year. Application deadlines are March 15th and September 15th.

Eligibility:

Organizations and agencies applying for funds must serve the youth in Martin County.

Grants are restricted to non-profit organizations for purposes defined as public charities under the 501(c) 3 IRS code, public agencies, units of government, or religious institutions. Other groups or organizations are welcome to apply with a 501(c) 3 organization serving as the fiscal agent for the project. The fiscal agent information section on the grant application must be completed in order for your application to be considered.

Application Process:

Grant applications are available at the Fairmont Area Chamber of Commerce, 323 East Blue Earth Ave. or online at www.martincountyyouthfoundation.org. Interested applicants should submit one copy of the completed grant application, required narrative information, and supporting documents. Contact the Fairmont Area Chamber of Commerce at 507-235-5547 or email info@fairmontchamber.org with any questions. All submissions must be postmarked, faxed or submitted online prior to the deadline date.

Grant Criteria:

The Foundation looks favorably on projects developed in consultation with other agencies and planning groups and those which promote coordination, cooperation, and sharing among organizations and the elimination of duplicate services.

The Foundation operates without discrimination and will award grants only to those agencies and organizations which do not discriminate as to race, age, religion, sex, or national origin.

Grants will not be made for the following:

1. Supporting annual fund drives for sustaining support.
2. To establish or add to endowment funds.
3. Debt financing or debt retirement.
4. For general use of churches or organizations for religious purposes; however this does not exclude consideration of non-religious projects that serve youth in the area.

Review Process:

The Martin County Youth Foundation's Grant Committee will review and screen all applications for complete documentation and fulfillment of the Foundation's grant requirements. Site visits and follow-up phone calls for clarification by this committee may be necessary. Applications will be evaluated and funding decisions will be completed by the Martin County Youth Foundation Board of Directors.

The Foundation considers the following criteria when determining grant awards:

- **Need**
Does the project address an important community need?
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 grant result in positive changes beyond the life of the project?

- **Organization Capacity**
Is the project appropriate for the applicant?
Does the applicant have qualified staff and other resources to complete the project?
Is the applicant committed to the project?

- **Resources**
Is the budget for the project realistic?
Are other funding sources being approached?
Is it likely that additional needed funding can be obtained?
If successful, can the project be maintained in the future?

Requirements of Grant Recipients:

Entities receiving funding will be required to sign a Foundation Grant Agreement and complete a final report including achievements accomplished with the grant monies.

Prior to receiving a grant the Martin County Youth Foundation requires documentation that the project has been implemented. The grant monies will not be awarded without this documentation.

For more information contact:

Martin County Youth Foundation
323 East Blue Earth Ave.
P.O. Box 826
Fairmont, MN 56031
507-235-5547

MARTIN COUNTY YOUTH FOUNDATION GRANT APPLICATION

General Information:

Name of Organization (Legal Name): _____

Address: _____
Street or P.O. Box City State Zip

Contact Person: _____ Title: _____

Telephone: _____ Fax: _____ E-mail: _____

Tax Status: (check one): _____ 501 (c)3 _____ School District _____ Unit of Government _____ Church

Other (Describe): _____

Fiscal Agent Information (If different than Applicant):

Fiscal Agent: _____ agrees to serve as
fiscal agent for Applicant for the purpose of receiving funding from Martin County Youth Foundation.

Address: _____
Street or P.O. Box City State Zip

Telephone: _____ Fax: _____ E-mail: _____

Authorized Signature: _____ Date: _____

Project Description:

Name of Project: _____

Statement of project purpose: _____

Geographic area to be served by project: _____

Project Beginning Date: _____ Project Ending Date: _____

Total Project Budget: _____ Amount Requested: _____

Board Approval from Applicant Organization:

We approve submission of this grant request and certify that the purpose of this request is charitable and that monies received from the Martin County Youth Foundation will be used solely for the project stated.

Authorized Signature: _____ Date: _____

For Martin County Youth Foundation office use only:

Grants Committee Determination Approved _____ Denied _____ Date _____

Advisory Committee Determination Approved _____ Denied _____ Date _____

The Martin County Youth Foundation approved this application in the amount of \$ _____

Attach to grant application the following narrative information in numbered order:

1. All attachments need to follow this format criteria:
 - a. Font Type: Times New Roman
 - b. Font Size: 12 pt
 - c. Line Spacing: Single
 - d. Paragraph Spacing: Only 1 space between each new paragraph (no double spacing)
2. Description of Project; include the specific purpose and objectives for the requested funds.
3. The need for the project in the community. Include its significance and estimate of the number of area residents who will benefit.
4. A complete list of the governing board members and their principal occupations. Include all staff assigned to the project and describe their qualifications or experience in relation to the project's purpose.
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 including 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 Martin County Youth Foundation support is requested, a description of what efforts have been made to obtain 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. Failure to include all information will result in disqualification.

- Copy of the applicant or fiscal agent's IRS tax-exempt letter** or proof of other federal non-profit status. **Do not send** your MN sales tax or MN tax id forms.
- Evidence that this application has the approval of the Board of Directors (a copy of the minutes of the board of directors meeting) or authorized signature from applicant organization.

Return completed grant application to:

Martin County Youth Foundation
P.O. Box 826
Fairmont, MN 56031

Completed applications may also be dropped off at the Fairmont Area Chamber of Commerce, 323 East Blue Earth Ave. Thank you!