



## **Proposal Guidelines**

Based on a strong understanding of the local needs of this community, the Woodbury Community Foundation (WCF) partners with organizations that serve the community of Woodbury to identify and address gaps within the Foundation's Fields of Interest. Our mission is to strengthen our community by connecting people with causes that matter.

WCF's Fields of Interest include: Youth, Jobs, Housing, Food and Community.

### **APPLICATION PROCEDURES**

- Applicants are required to submit a brief proposal not exceeding five (5) pages, excluding required attachments, and should include:
  - Brief project description and timeline
  - Community need for the project and brief note on desired outcomes
  - Collaborative efforts and other potential funding sources
  - Amount requested
  - Contact info (email, phone, contact person & organization)
- Grants may range from \$100 - \$2,500.
- Proposals are required no later than **Friday, October 28, 2011**. Foundation staff will reply to all requests no later than **Friday, December 2, 2011**.
- Please structure full proposals in accordance with the Proposal Checklist on page 7.

Please submit one copy only. Letters of Inquiry and Proposals may be mailed, emailed, or hand-delivered. Materials should arrive at the Foundation offices or be emailed by the deadline date to be eligible for review. (Postmark date is NOT allowable.) The Cover Sheet and Certification pages can be emailed but must also be mailed with original signatures to:

**Executive Director  
Woodbury Community Foundation  
10040 City Walk Drive  
Woodbury, MN 55129**

**[www.WoodburyFoundation.org](http://www.WoodburyFoundation.org)  
[Info@WoodburyFoundation.org](mailto:Info@WoodburyFoundation.org)**

Proposals will not be returned to the applicant.

Do not send applications in binders or folders, or include videotapes or audiotapes.

The Foundation's acceptance for review of a proposal does not assure that a grant will be awarded.

Applications for new grants from currently funded organizations are accepted only after grant reports have been received.



## **Grant Guidelines**

Forms are available at the Foundation website at **[www.WoodburyFoundation.org](http://www.WoodburyFoundation.org)**. You may also obtain paper copies of these forms by calling **651.788.6586** or e-mail **[Info@WoodburyFoundation.org](mailto:Info@WoodburyFoundation.org)**.

Only proposals that address one or more of the Foundation's Fields of Interests are encouraged. At this time, Woodbury Community Foundation's interest areas include:

**YOUTH                      JOBS                      HOUSING                      FOOD                      COMMUNITY**

The Foundation **will consider** grant applications for:

- Capacity Building (board/faculty/staff development, conferences/seminars, technical assistance, strategic planning, training)
- Capital equipment (computer systems, technology enhancements, equipment)
- Operating (expenses related to current/ongoing programs, including salaries & marketing)
- New Program (curriculum development, exhibitions, public awareness, seed money/start-up funding, performance/production costs, mentoring programs)

The Foundation **will not consider** grant applications for:

- Sectarian religious programs
- Grants to individuals
- Building/renovation projects
- Programs not serving residents of Woodbury
- For profit organizations
- Lobbying
- Endowment campaigns
- Previously incurred debt
- Political organizations



## **Reporting Requirements**

You are required to submit a final project report within two months of your grant completion date. The Woodbury Community Foundation requires final reports for several reasons, including the assistance of staff in:

- 1) Assessing organizational progress towards meeting the goals and the objectives of the project both programmatically and financially;
- 2) Determining whether grant conditions were met; and
- 3) Improving our future grantmaking policies and priorities.

When reviewing proposals from an organization which has received prior funding, staff considers the submission and content of prior final reports. In addition, these final reports assure that the WCF has met our legal obligations as an organization and to our donors.

Report forms will be included with the grant contract. You may also download the report form from our website. You should complete the cover sheet, answer all the questions on page two and then mail or email the report to the Foundation office prior to your report deadline date.



## Grant Application Cover Sheet

Date of application: \_\_\_\_\_

**\*This page MUST be mailed with original signature\***

### Organization Information

Name of organization \_\_\_\_\_ Legal name, if different \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Employer Identification Number (EIN) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Website \_\_\_\_\_

Name of top paid staff \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Name of contact person regarding this application \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Is your organization an IRS 501(c)(3) not-for-profit? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, is your organization a public agency/unit of government? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, list name & contact information for fiscal agent:

\_\_\_\_\_  
\_\_\_\_\_  
Fiscal agent's EIN number \_\_\_\_\_

### Proposal Information

Program/Project Title: \_\_\_\_\_

Please give a 2-3 sentence summary of request:

Population served: \_\_\_\_\_

Geographic area served: \_\_\_\_\_

Funds are being requested for: (check one)

General/operating support  
 Program/project support

Capacity Building  
 Capital

Area of Interest: (check one or more)

Youth  
 Jobs

Housing  
 Food

Community

Project dates (if applicable): \_\_\_\_\_

Fiscal year end: \_\_\_\_\_

### Budget

Dollar amount requested: \_\_\_\_\_

Total annual organization budget: \_\_\_\_\_

Total project budget (for support other than general operating): \_\_\_\_\_

### Authorization

Name and title of top paid staff: \_\_\_\_\_

Signature \_\_\_\_\_

Name of board chair: \_\_\_\_\_

Signature \_\_\_\_\_



## **Submission Requirements**

***\*This page MUST be mailed with original signature\****

All applications must include the documentation listed below.

1. The budget for the program/project for which you seek funding.
2. A year-end financial statement for the most recently completed year (you may use a copy of your audit; IRS Form 990; or unaudited balance sheet and statement of income and expenses).
3. The organization's (a) current year operating budget, and (b) current year-to-date income and expense statement. You may use the attached Organizational Budget format if you choose.
4. A list of board members and their affiliations (place of employment and/or other relevant community involvement).
5. Indication that this application has been reviewed and endorsed by the governing Board.

### **CERTIFICATION:**

In submitting this application, the applicant organization agrees to the following:

1. The applicant organization will spend funds solely for the purposes stated in the application and will refund the unexpended portion of such funds, if any. In addition, the applicant will provide final reports as required by the Foundation.
2. The applicant organization agrees that payment of funds granted will be at the convenience of the Foundation, including cancellation of the grant and/or modification of previously agreed upon payment schedules, should such cancellation or modification be deemed necessary by the Foundation.
3. The applicant organization understands that the Foundation, in researching this grant application, may review any and all of the information submitted as part of this request with advisors of the Foundation's choosing, if deemed necessary by the Foundation.
4. The applicant organization has made a determination regarding the applicability of the Minnesota Charitable Solicitation Act (MCSA) and intends to comply with the terms of this Act, if appropriate. MCSA information can be found at <http://www.ag.state.mn.us/Brochures/pubGuidetoCharitiesLaws.pdf>

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Name of Top Paid Staff (Print or Type)	Signature	Date
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Name of Board Chair (Print or Type)	Signature	Date
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IRS Determination # \_\_\_\_\_



## **Proposal Narrative Guidelines**

Use the following outline as a guide to your proposal narrative.

- 1. Cover Letter** – Introduces your organization and proposal
- 2. Organization Information**
  - a) Brief summary of organization history, including date your organization was established.
  - b) Brief summary of organization mission and goals.
  - c) Brief description of organization's current programs or activities, including statistics on the actual number of Woodbury citizens and the percentage of Woodbury residents your organization serves, any service statistics, and strengths or accomplishments.
  - d) Your organization's relationship with other organizations working with similar missions. What is your organization's role relative to these organizations?
  - e) Number of board members, full-time paid staff, part-time paid staff, and volunteers.
- 3. Proposed Project or Program Description**
  - a) Situation
    - i. The opportunity, challenges, issue or need and the community that your proposal addresses.
    - ii. How the focus was determined and who was involved in that decision-making process.
  - b) Activities
    - i. Overall goal(s) regarding the situation described above.
    - ii. Objectives or ways in which you will meet the goal(s).
    - iii. Specific activities for which you are seeking funds.
    - iv. Who will carry out these activities and what are their qualifications relevant to this project or program.
    - v. Time frame in which this will take place.
  - c) Outcomes
    - i. How the proposed activities will benefit Woodbury, being as specific as you can about measuring the expected impact.
    - ii. Describe how you know you will have succeeded. What will happen as a result of your activities in both the immediate timeframe and long-term?
    - iii. Long-term funding strategies for sustaining this effort (if applicable).
- 4. Foundation Goals and Strategies**

Describe how the project or program for which a grant is requested addresses one or more of the Woodbury Community Foundation's Fields of Interest areas.
- 5. Project or Program Financial Support**

Provide a list of approved, pending or denied requests for financial support for the project or program, including the amount received to date for this purpose.



## **Proposal Checklist**

This Proposal Checklist is provided as a resource to you in the preparation of your proposal.

- ❑ Cover Letter
- ❑ Grant Application Cover Sheet
- ❑ Proposal Narrative
- ❑ Submission Requirements Page
  - Executive Director signature
  - Board Chair signature
- ❑ Attachments
  - Most recent year-end financial statements
  - Organization's current year operating budget, program budget and narrative
  - Organization's current year-to-date income and expense statement
  - List of board members