

# Minnesota Common Grant Application Form

*Revised December 2000*

Dear Nonprofit Colleague,

We are pleased to introduce an updated version of the Minnesota Common Grant Application form. Minnesota grantmakers developed this form to make the grantseeking process simpler and more efficient for nonprofits. For ease of use and to eliminate unnecessary duplication of work, you may reproduce any part of the form you find helpful including the COVER SHEET and BUDGET forms.

Keep in mind that every grantmaker has different guidelines and priorities, as well as different deadlines and timetables. Before submitting this application to a potential funder, it is very important that you check to see whether your project or program matches their published interests. Any funder that has agreed to accept this form may request additional information as needed.

## STRATEGIES FOR SUCCESSFUL GRANTSEEKING

1. **Do your research** to determine whether the foundations' and corporations' goals and objectives for grantmaking are consistent with your type of grant request.
2. After you do the research, find out the preferred method of contact for the grantmaker, and contact the grantmaker to secure their specific grantmaking guidelines. Many grantmakers generally like to have initial contact with you before receiving a written proposal.
3. Include a cover letter with each proposal that introduces your organization and your proposal, and makes a strategic link between your proposal and the funder's mission and grantmaking interests.
4. Type and single-space all proposals.
5. Answer all the questions in the order listed.
6. Submit the number of copies each grantmaker requests according to their guidelines.
7. Do not include any materials other than those specifically requested at this time.

## RESOURCES

- Call, write or check the website of each grantmaker to obtain a copy of their funding guidelines (for a list of MCF member grantmaker sites, visit MCF's website at [www.mcf.org/members](http://www.mcf.org/members)).
- Subscribe to Minnesota Grantmakers Online (MGO), Minnesota's most comprehensive source for information on grants and grantmakers. [www.mgomcf.org](http://www.mgomcf.org)
- Use directories listing foundations' interests and processes.
- Visit a Foundation Center Collection Library (visit [www.grantspace.org/Find-Us](http://www.grantspace.org/Find-Us) for locations).

To download the Form, visit MCF's website at:  
<http://www.mcf.org/nonprofits/minnesota-common-grant-application-form>

# Minnesota Common Grant Application Form

## Grant Application Cover Sheet

You may reproduce this form on your computer

Date of application: 7/20/2020 Application submitted to: \_\_\_\_\_

### Organization Information

Best Christmas Ever

Name of organization

Legal name, if different

P.O. Box 439 Cloquet, MN 55720

46-4729005

Address

City, State, Zip

Employer Identification Number (EIN)

218-451-2378

www.bcemovement.org

Phone

Fax

Website

Don Liimatainen President/CEO

218-499-1342

n.com

Name of top paid staff

Title

Phone

E-mail

Stephanie Nynas

Director of Operations

218-391-0570

Stephanie@bcemovement.org

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, check with funder for details on using fiscal agents, and list name and address of fiscal agent:

\_\_\_\_\_

Fiscal agent's EIN number

### Proposal Information

Please give a 2-3 sentence summary of request:

We are looking for financial support to help fund our organizations operational expenses. Our operational expenses go to help families who have fallen on tough times through no fault of their own. This includes providing families the opportunity to participate in Financial Programs and Health Programs to help set them up for success for the long term.

Population served: Families with children in the home

Geographic area served: Currently BCE blesses families in 13 states and into Canada

Funds are being requested for (check one) Note: Please be sure funder provides the type of support you are requesting.

General operating support  Start-up costs  Capital  
 Project/program support  Technical assistance  Other (list) \_\_\_\_\_


Project dates (if applicable): \_\_\_\_\_ Fiscal year end: June 30

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**Budget**

Dollar amount requested:	\$ 5,000.00
Total annual organization budget:	\$ 1,429,636.95
Total project budget (for support other than general operating):	\$ _____

**Authorization**

Name and title of top paid staff or board chair:	Don Liimatainen President/CEO
<b>Signature</b>	

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## PROPOSAL NARRATIVE

Please use the following outline as a guide to your proposal narrative. Most grantmakers prefer up to five pages, excluding attachments, but *be sure to ask each individual funder if they have page limitations or any additional requirements*. Also, include a cover letter with your application that introduces your organization and proposal and makes the link between your proposal and the mission of the grantmaker to whom you are applying. For assistance with terms, refer to MCF's website ([www.mcf.org](http://www.mcf.org); select "Nonprofits", then "Grantseeking Resources").

### I. ORGANIZATION INFORMATION

- A. Brief summary of organization history, including the date your organization was established.
- B. Brief summary of organization mission and goals.
- C. Brief description of organization's current programs or activities, including any service statistics and strengths or accomplishments. Please highlight new or different activities, if any, for your organization.
- 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.
- F. Additional organization information required by each individual funder.

### II. PURPOSE OF GRANT

*General operating proposals:* Complete Section A below and move to Part III - Evaluation.

*All other proposal types:* Complete Section B below and move to Part III - Evaluation.

#### **A. General Operating Proposals**

1. The opportunity, challenges, issues or need currently facing your organization.
2. Overall goal(s) of the organization for the funding period.
3. Objectives or ways in which you will meet the goal(s).
4. Activities and who will carry out these activities.
5. Time frame in which this will take place.
6. Long-term funding strategies.
7. Additional information regarding general operating proposals required by each individual funder.

#### **B. All Other Proposal Types**

1. Situation
  - a. The opportunity, challenges, issues or need and the community that your proposal addresses.
  - b. How that focus was determined and who was involved in that decision-making process.
2. Activities
  - a. Overall goal(s) regarding the situation described above.
  - b. Objectives or ways in which you will meet the goal(s).
  - c. Specific activities for which you seek funding.
  - d. Who will carry out those activities.
  - e. Time frame in which this will take place.
  - f. How the proposed activities will benefit the community in which they will occur, being as clear as you can about the impact you expect to have.
  - g. Long-term funding strategies (if applicable) for sustaining this effort.

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## III. EVALUATION

- A. Please describe your criteria for success. What do you want to happen as a result of your activities?  
You may find it helpful to describe both immediate and long-term effects.
- B. How will you measure these changes?
- C. Who will be involved in evaluating this work (staff, board, constituents, community, consultants)?
- D. What will you do with your evaluation results?

<b>ATTACHMENTS</b>
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Generally the following attachments are required:

1. Finances (*for assistance with terms, check MCF's website at [www.mcf.org/nonprofits/resources](http://www.mcf.org/nonprofits/resources).)
  - Most recent financial statement from most recently completed year, audited if available, showing actual expenses. This information should include a balance sheet, a statement of activities (or statement of income and expenses) and functional expenses. Some funders require your most recent Form 990 tax return.
  - Organization budget for current year, including income and expenses.
  - Project Budget, including income and expenses (if not a general operating proposal).
  - Additional funders. List names of corporations and foundations from which you are requesting funds, with dollar amounts, indicating which sources are committed or pending.*
2. List of board members and their affiliations.
3. Brief description of key staff, including qualifications relevant to the specific request.
4. A copy of your current IRS determination letter (or your fiscal agent's) indicating tax-exempt 501(c)(3) status.
5. If applying to a corporate funder only: if an employee of this corporation is involved with your organization, list names and involvement.

***Be sure to check each funder's guidelines, and use discretion when sending additional attachments.***

<b>PROPOSAL CHECKLIST</b>
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- Cover letter.
- Cover sheet.
- Proposal narrative.
- Organization budget.
- Project budget (if not general operating grant).
- Financial statements, preferably audited, showing actual expenses including:
  - Balance sheet.
  - Statement of activities (income and expenses).
  - Statement of functional expenses.
- List of additional funders.
- List of board members and their affiliations.
- Brief description of key staff.
- IRS determination letter.
- Confirmation letter of fiscal agent (if required).
- Additional information required by each individual funder.

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## ORGANIZATION BUDGET

This format is optional and can serve as a guide to budgeting. If you already prepare an organization budget that contains this information, please feel free to submit it in its original form. Feel free to attach a budget narrative explaining your numbers if necessary.

### INCOME

<u>Source</u>	<u>Amount</u>
<i>Support</i>	
Government grants	\$
Foundations	\$ 335,000.00
Corporations	\$
United Way or other federated campaigns	\$
Individual contributions	\$ 1,010,117.15
Fundraising events and products	\$ 165,000.00
Membership income	\$
In-kind support	\$ 410,300.00
Investment income	\$
 <i>Revenue</i>	
Government contracts	\$
Earned income	\$
Other (specify)	\$
	\$
	\$
	\$
<b>Total Income</b>	<b>\$ 1,920,417.15</b>

### EXPENSES

<u>Item</u>	<u>Amount</u>
Salaries and wages	\$ 107,680.00
Insurance, benefits and other related taxes	\$ 17,583.20
Consultants and professional fees	\$ 169,209.40
Travel	\$ 2016.57
Equipment	\$ 11,000.56
Supplies	\$ 4,928.34
Printing and copying	\$ 2,708.11
Telephone and fax	\$
Postage and delivery	\$ 1,648.37
Rent and utilities	\$
In-kind expenses	\$
Depreciation	\$
Other (specify) Gala Expenses	\$ 57,000.65
Training Expenses	\$ 2,269.00
Advertising and Promotion	\$ 4,911.92 (See attached spreadsheet for a detailed report)
<b>Total Expense</b>	<b>\$ 1,429,636.95</b>
<b>Difference (Income less Expense)</b>	<b>\$ 490,780.20</b>

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## PROJECT BUDGET

This format is optional and can serve as a guide to budgeting. If you already prepare project budgets that contain this information, please feel free to submit them in their original forms. Feel free to attach a budget narrative explaining your numbers if necessary.

### INCOME

<u>Source</u>	<u>Amount</u>
<i>Support</i>	
Government grants _____	\$ _____
Foundations _____	\$ _____
Corporations _____	\$ _____
United Way or other federated campaigns _____	\$ _____
Individual contributions _____	\$ _____
Fundraising events and products _____	\$ _____
Membership income _____	\$ _____
In-kind support _____	\$ _____
Investment income _____	\$ _____
 <i>Revenue</i>	
Government contracts _____	\$ _____
Earned income _____	\$ _____
Other (specify) _____	\$ _____
_____	\$ _____
<b>Total Income</b>	<b>\$ _____</b>

### EXPENSES

<u>Item</u>	<u>Amount</u>	<u>%FT/PT</u>
Salaries and wages (breakdown by individual position and indicate full- or part-time.) _____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
SUBTOTAL _____	\$ _____	_____
Insurance, benefits and other related taxes _____	\$ _____	_____
Consultants and professional fees _____	\$ _____	_____
Travel _____	\$ _____	_____
Equipment _____	\$ _____	_____
Supplies _____	\$ _____	_____
Printing and copying _____	\$ _____	_____
Telephone and fax _____	\$ _____	_____
Postage and delivery _____	\$ _____	_____
Rent and utilities _____	\$ _____	_____
In-kind expenses _____	\$ _____	_____
Depreciation _____	\$ _____	_____
Other (specify) _____	\$ _____	_____
_____	\$ _____	_____
<b>Total Expense</b>	<b>\$ _____</b>	_____
<b>Difference (Income less Expense)</b>	<b>\$ _____</b>	_____