

Application Process Instructions

Thank you for your interest in the Small Project Partnership funding offered through Sourcewell. We want to make this application process as easy and seamless as possible, so we have a few recommendations before you begin:

- Please download a copy of this document and open in Adobe Acrobat Reader. This is standard software on most machines; however, if you don't already have this installed on your computer, get it for free at <https://get.adobe.com/reader/>. This is very important because if you don't use Adobe Reader, but instead use an internet browser (i.e.: Internet Explorer, Firefox, Chrome, etc.) to complete the application, you won't be able to digitally sign the form and submit electronically.
- Once you have opened this document in Acrobat Reader, immediately do a 'Save As' from the 'File' menu on the upper left-hand corner; then, remember to save often as you work through the document.
- Review your application to ensure everything has been completed. When ready, submit your application via email to tammy.filippi@sourcewell-mn.gov or postal mail to Sourcewell Community Solutions Attn: Tammy Filippi at PO Box 219, Staples, MN 56479.

Please take your time as you complete the application below and don't hesitate to reach out if you have questions or concerns. We look forward to working with you.

Community Solutions - Nonprofit Small Project Partnership 2019-2020

Sourcewell strategically reinvests in the communities we serve. Small Project Partnership opportunities are available to members designated as 501(c)(3) nonprofit organizations and based in our five-county region, Cass, Crow Wing, Morrison, Todd, and Wadena counties.

Small Project Partnership funds aim to support a nonprofit's vitality and response to community needs. We support ongoing programmatic work of a nonprofit and/or help start a new project or program. Priority will be given to nonprofits that support student and community success, address unmet mental health needs, and support initiatives that improve the quality of life which include –

- People in crisis
- Children and youth programs
- Education for children and adults
- Health promotion
- Environmental preservation and enhancement
- Promoting arts and culture

Funds are available on a first-come, first-served basis for nonprofits that provide programming in identified priority areas. A nonprofit organization may apply for one (1) Small Project Partnership award up to \$2,500 per fiscal year (July 1 -June 30). Award recipients may pool their awards to fund joint projects.¹

To become a Sourcewell member, go to: sourcewell-mn.gov/join. Membership is free and offers many benefits and opportunities.

Eligibility Requirements

To be eligible for a Sourcewell Small Project Partnership:

- The applicant organization must:
 - Be a Sourcewell member
 - Be designated as a 501(c)(3) nonprofit entity required to file IRS Form 990
 - Provide services in our five-county service area which includes Cass, Crow Wing, Morrison, Todd, and Wadena counties
 - Apply for no more than one (1) Small Project Partnership award per fiscal year (July 1 – June 30)
 - Be willing and able to financially match the award amount (in-kind support does not constitute a financial match)
- The proposed project must:
 - Serve a public purpose as defined on the attached Public Purpose Checklist
 - Be completed in one year of the funds being awarded
 - **Not involve:**
 - Payment for capital expenses (land, building, equipment, software, etc.)
 - Operating expenses (rent, utilities, etc.)
 - Expenses incurred prior to receipt of the award or portions of the project that have already been completed

- Loans or reimbursement to individuals, businesses or for-profit entities
 - Political campaigns or activities
 - Religious activities
 - Expenses incurred with conference attendance (travel, conference fees, etc.)
 - Out-of-state travel costs
 - Fundraising activities
 - Scholarships
 - Medical Research
 - Endowments
 - Animal care and/or programming
 - Organizational capacity building activities
 - Discriminatory or illegal activities
- A Small Project Partnership application must:
 - Be completed within one year of award
 - Include all required information and attachments, including:
 - Proof of 501(c)(3) status and IRS Form 990 for each collaborating organization
 - Proof of the organization's willingness and ability to match the amount awarded as referenced in question #11 on the application
 - A completed Public Purpose Checklist (see attached)
 - Request no more than \$2,500

¹Each organization must submit a separate application; comply with the organization, project, and application requirements; and notify Sourcewell of their intent to pool funds.

Funding Process

Step 1: Sourcewell staff will review each application to ensure the criteria outlined above have been met. Applications that do not meet the criteria will not be eligible for Small Project funding.

Step 2: Applicant organizations that pass the initial review process will be awarded funds on a first-come, first-served basis as long as funds remain available.

Step 3: Sourcewell staff will notify award recipients and provide further instructions.

Contact Information

For more information about Sourcewell, the Small Project Partnership program, or this application, please contact Tammy Filippi at 218- 895-4206 or tammy.filippi@sourcewell-mn.gov.

Submit completed applications by email to: tammy.filippi@sourcewell-mn.gov or by U.S. mail to:

Sourcewell Community Solutions
Attn: Tammy Filippi
202 12th St. NE, P.O. Box 219
Staples, MN 56479

Community Solutions - Nonprofit Small Project Partnership 2019-2020

Organization Information

1. Please provide the following information

Organization Name:

Tax ID Number:

Physical Address:

Mailing Address:

Website:

Executive Director name, email address, and telephone number:

Project point of contact name, email address, and telephone number:

2. Attach the certificate issued by the IRS as evidence of the organization's status as a 501(c)(3) nonprofit and a copy of the IRS Form 990 filed in the most-recent tax year.
3. If you plan to pool your award to fund a joint project with another nonprofit entity, provide the name and contact information for the other applicant.

4. Describe your organization's

Primary Purpose (650-character max):

Services Provided (650-character max):

Primary Service Area (650-character max):

Project Information

5. Project title and general description (650-character max).

6. An overview of action steps and proposed timeline (650-character max).

7. A description of the public purpose the project will serve and how (650-character max).

8. **Attach a completed Public Purpose Checklist to support the statements above.**
9. The amount requested from Sourcewell.
10. How, specifically, will a Small Project award be used to support the project (650-character max)?
11. List other funding, not including in-kind donations, and the amounts received from each that will provide proof of the organization's willingness and ability to financially match any amount that may be awarded. For example, foundation funds, other nonprofit contributions, donors, fundraising event, etc. (650-character max).

12. Complete the table below to explain, in detail, project costs and funding sources. Insert additional lines as needed.

Expenses	Small Project Funding	Other Sources	Total
Wages and Benefits			
Equipment	N/A		
Supplies			
Meeting Expenses			
Mileage Expense			
Community Events/Workshops			
Marketing			
In-kind Donations	N/A		
Other			
Other			
Total costs			

Certification

I certify that the information contained in this application, and any attachments, is true and correct to the best of my knowledge, and that I have the authority to apply for Small Project funding in the amount requested. I further certify that if Small Project funds are awarded pursuant to this application, my nonprofit organization will financially match the award.

Finally, I certify that Small Project funds will not be used as payment for capital expenses, costs incurred prior to receipt of the award, or loans or reimbursement to individuals or businesses; or to fund political, religious activities, discriminatory, or illegal activities.

Signature

Printed Name

Title

Organization

Date

Public Purpose Checklist

1. Will the proposed project promote public health, safety, general welfare, security, prosperity, or the contentment of a community as a body?

_____ If No, **STOP**. Public expenditure is not authorized for projects that do not further a public purpose.

_____ If Yes, identify which of these purposes will be furthered by the project and how, and continue to Step 2.

2. Will the proposed project primarily benefit the public and not private individuals or entities?

_____ If No, **STOP**. Public expenditure is not authorized for projects that primarily benefit private individuals or entities unless that benefit is only incidental to the project.

_____ If Yes, identify the population that will benefit from the proposed project, and continue to Step 3.

3. If funds are received from Sourcewell, what program and/or services will your organization provide: (1) administrative services; (2) curriculum development; (3) data processing; (4) distance learning and other telecommunication services; (5) evaluation and research; (6) staff development; (7) media and technology centers; (8) publication and dissemination of materials; (9) pupil personnel services; (10) planning; (11) secondary, postsecondary, community, adult, and adult vocational education; (12) teaching and learning services, including services for students with special talents and special needs; (13) employee personnel services; (14) vocational rehabilitation; (15) health, diagnostic, and child development services and centers; (16) leadership or direction in early childhood and family education; (17) community services; (18) shared time programs; (19) fiscal services and risk management programs, including health insurance programs providing reinsurance or stop loss coverage; (20) technology planning, training, and support services; (21) health and safety services; (22) student academic challenges; and (23) cooperative purchasing services.

_____ If No, **STOP**. Small Project funding cannot be awarded for projects that do not involve the programs and services outlined in the enabling statute.

_____ If Yes, identify the programs and services the proposed project will involve, and continue to Step 4.

4. Can the proposed project be implemented in a manner that ensures no conflicts of interest exist or any existing conflicts may be resolved?

_____ If No, **STOP**. Public expenditure is not authorized for any project that may involve conflicts of interest.

_____ If Yes, identify any conflicts of interest that have been resolved and how, and continue to Step 5.

5. Will the proposed project serve the best interests of Sourcewell and its five-county service area (Cass, Crow Wing, Morrison, Todd, and Wadena counties)?

_____ If No, **STOP**. Public expenditure not authorized when it may conflict with the best interests of the public entities involved.

_____ If Yes, describe how and continue to Step 6.

6. Is the proposed project permitted under the laws, rules, or board policies that govern the collaborating nonprofit organizations and Sourcewell?

_____ If No, **STOP**. Public expenditure is not authorized when it may conflict with the laws, rules, or policies that govern the public entities involved.

_____ If Yes, continue to Step 7.

7. Will Sourcewell and the collaborating organizations be able to satisfy all terms, conditions, policies, procedures, and other requirements associated with the proposed project?

_____ If No, **STOP**. Public expenditure is not authorized for any project that will prevent the public entities involved from complying with any associated requirements.

_____ If Yes, continue to Number 8.

8. Will the proposed project be implemented in a manner that ensures no public funds will be used to purchase or make a gift, donation, prize, or payment for dues to participate in a private organization?

_____ If No, **STOP**. Public expenditure is not authorized for these activities.

_____ If Yes, the proposed project serves a public purpose.