

GRANT APPLICATION

“If a man plants a tree, he knows that other hands will gather the fruit; and when he plants it, he thinks as much of those other hands as of his own.”

-Alexander Smith

Mitchell Area Charitable Foundation

**Mitchell Area Charitable Foundation
601 N. Main St.
Mitchell, SD 57301**

Mitchell Area Charitable Foundation Grant Proposal Guidelines

STATEMENT OF PURPOSE

Making grants is an essential part of the work of the Foundation. The purpose of the grant making program is to: Reflect the general purpose of the community foundation by providing support to a broad range of activities, such as charitable and educational programs, scientific and social research, care of the needy, improvement of social services and educational facilities, prevention and alleviation of social ills, encouragement of the arts, and protection of the environment.

GRANT MAKING CATEGORIES

Grants are generally made within the following categories: **Human Service:** Assistance to youth, elderly, families; services to handicapped, poor special groups; social services; religion. **Community Affairs & Development:** Citizen participation, public use of parks and recreation, administration of justice, economic development, employment, and training. **Education:** Lifelong learning activities in formal institutional settings; support of educational facilities and systems, scholarships. **Health:** Improvement of health care; prevention of substance abuse; support of mental health needs; medical research. **Arts & Humanities:** Theater, music, arts, dance, cultural development, historic preservation, library programs, museums. **Environment:** Protection of natural areas; conservation of energy; prevention and elimination of pollution, hazardous waste; wildlife protection; water quality.

GRANT MAKING FOCUS

Grant applications, which are consistent with the purpose of the Mitchell Area Charitable Foundation, will be given serious consideration by the Board of Directors. The Board will consider grants to:
Programs which address the underlying cause of specific problems of the community, rather than those which deal with the symptoms of these problems (programs which work to bring about social change, which advocate for the rights of disadvantaged people, or which are preventive in nature, rather than rehabilitative, are some examples of programs which address underlying causes);
Programs which work to combat racism, sexism, and other forms of discrimination;
New, innovative programs which require start-up funds in order to begin to address emerging needs;
Community studies, programmatic research, original artistic works or other types of projects which:

- ✓ Help citizens understand their problems and options
- ✓ Foster the refinement of public policy
- ✓ Encourage inter-institutional coordination and cooperation

Established organizations that continue to be relevant to the needs of the community in order to help these groups.

1. respond to a crisis within an organization
2. develop more effective methods and programs to address changing problems,
3. improve administration and/or financial effectiveness
4. reach out to new clients

Educational programs which will benefit the work of local community service organizations.

Low priority will be given to requests for capital or construction drives, ongoing operational support, elimination of an organizations deficit.

The Board will not consider grants from unrestricted funds for sectarian religious purposes, endowments, political advocacy projects, Telephone solicitations, or national fund-raising efforts.

GRANT APPLICATION REQUIREMENTS

Grants are made within the Mitchell area from unrestricted funds and as designated by fund donors. Grant Applications for unrestricted funds must include the following information:

A Grant Application Summary Form, provided by the Foundation, which serves as a cover letter.

Requests for a specific amount of money

Description of your organization, the project you propose and what you hope to accomplish through it.

A plan for evaluating the success of your project and provision for future funding, if applicable.

Budget for the project

Supporting documents:

- 1) 501 C3 tax exempt ruling letter from the IRS, if available;
- 2) evidence of approval of this Grant Application by your governing Board;
- 3) Board of Directors roster;
- 4) grant requests of \$1,000 or more must include a copy of the last two or three year's Annual Reports, a recent independent financial audit, if available, and a most recent month's financial statement.

APPLICATION PROCEDURES

Initial inquiries may be made letter or email at anytime.

Grant application deadline is two weeks before the months meeting in which you wish your application to be considered. Grants are reviewed quarterly by the Board of Directors of the Mitchell Area Charitable Foundation in March, June, September, and December.

Grant Application should be submitted on the authorized form.

When a grant is approved, a letter of acceptance of the grant and any related conditions must be signed by the Chief Executive Officer of the applicant organization before the grant money may be released.

When a grant is approved, the recipient will acknowledge Mitchell Charitable Foundation through any three of the following but not limited to:

News Releases, Newsletters and other publications with MACF name and logo, Social Media (use #MACF Gives), Announcements, and or MACF name and logo at special events.

Evaluation is an integral part of the grant process that is necessary for our records and will assist us in project assessment and future grant awards. As part of the grant award the MACF Board requires you to complete a Grant Award Follow-up Report following the grant project completion or within 90 days from the grant date, whichever comes first. If not completed within 90 days, please submit this as a progress report. Failure to return this follow-up report could affect future application for funds.

MITCHELL AREA CHARITABLE FOUNDATION
601 N. Main St.
MITCHELL, SD

Organization _____ Today's Date _____

Address _____ Phone _____ Date founded _____

Contact Person's Name _____ Title _____

Signature of Organization Officer: _____ Title: _____

Purpose of Organization _____

Major sources of operating funds (%) _____

Total operating budget \$ _____

Description of project for which funds are requested (no more than 25 words) _____

Specifically, how will funds be used? _____

What will project accomplish? _____

Anticipated project period: _____.

Geographical area to be served by Project: _____

Client group (and number) to be served by project _____

Amount and source of pledges/commitments to date _____

Other funding sources (and amounts) sought for project _____

Total: \$ _____

Amount requested from Mitchell Area Charitable Foundation \$ _____

TOTAL PROJECT COST: \$ _____

Type of Request: Capital, Equipment, Operating Support, Technical Assistance, Special Project, Scholarships (circle appropriate request)

How will this project be financed in the future? _____