



Minot Area Community Foundation

Minot Area Recovery Fund Intermediate Needs Grant Guidelines

The Minot Area Community Foundation has established the **Minot Area Recovery Fund** to respond to the extensive and massive devastation caused by the historic flood of the mighty Mouse River in 2011. The fund will support flood relief and restoration efforts in the four county area affected by the flood, including Renville, Ward, McHenry and Bottineau counties.

The Foundation is working to coordinate with local providers and other funders to help meet short, intermediate and long-term needs that have developed as a result of this flood.

Our intent is to award grants to nonprofit organizations and public agencies whose services, programming or mission will directly have a positive impact on flood affected individuals or families. We feel these organizations and agencies are equipped to assess individual and family needs on a case-by-case basis and administer funding effectively. Residents should contact local agencies for immediate assistance. A list of agencies receiving grant funds from the Minot Area Recovery Fund will be made available once granting has begun.

Eligibility: Nonprofit 501(c)(3) and public agencies (e.g. community action groups, relief agencies, churches and faith-based organizations, clinics, schools, county or city human service departments, food banks, soup kitchens, clothes closets, etc.) that fit the criteria described below are eligible to apply. Please note proposals must be implemented without discrimination or religious content.

Criteria: Funding is currently available to address immediate needs that have developed as a result of the flood. Eligible organizations may apply for funding up to \$5,000 to address one or more Minot Area Recovery Fund priorities:

1. Assisting Individuals and families with direct assistance *through nonprofit organizations*, examples include:
 - Vouchers
 - In-kind contributions
 - Food assistance

2. Addressing systemic issues resulting from the flood, examples include:
 - Mental health needs
 - Housing needs
 - Increased need for substance abuse counselors
 - Legal aid
 - Financial counseling assistance

Grant requests should target activities that will not be reimbursed by public agencies or insurance.

Grant Awards: The Minot Area Community Foundation will award grants from the Minot Area Recovery Fund based on available financial resources. Some decisions may be postponed depending on funding availability and prioritization of need.

MACF will establish a committee of community volunteers who have a strong background in grant making, nonprofit leadership and community involvement to make grant award decisions.

Organizations will be allowed to request proposal renewal during the duration of the Minot Area Recovery Fund grant program. Request for renewal can be made when the initial grant has been completely used and a grant report has been submitted to the Minot Area Community Foundation with the proper receipting.

Application: Applications along with the Proposal Narrative for the **Immediate Needs Grants** must be submitted by the end of day on *July 15th, 2011*. Grant award recipients will be notified by postal mail and/or email within 7-10 days and announced shortly thereafter by press release to local media.

Grant guidelines and application can be found at www.centerforcommunitygiving.com under the Grants & Scholarships tab.



Minot Area Recovery Fund

Immediate Needs Grant Application Cover Sheet

Date of Application: _____

ORGANIZATION INFORMATION

Name of organization

Address *City, State, Zip* *Employee Identification Number (EIN)*

Name of contact person regarding this application *Phone* *E-mail*

Number of Full-Time Paid Staff: _____ Number of Part-Time Staff: _____ Number of Volunteers: _____

Has this organization received a grant through the Minot Area Community Foundation in the last 18 months? Y / N

If yes, what was the purpose of the grant? _____

PROPOSAL INFORMATION

Proposal Title

Please indicate which priority this application will address, using the priorities outlined in the guidelines. Please choose only one, even if application meets multiple criteria.

1. Assisting individuals and families
2. Addressing systemic issues

BUDGET

Dollar amount being requested: \$ _____

Total project budget: \$ _____

Total annual organizational budget: \$ _____

AUTHORIZATION

Name of contact person regarding this application: _____

Signature: _____

Name of Board Chair: _____

Signature: _____

It is the applicant's responsibility to correspond with public and state agencies and insurance companies to avoid duplication of benefits.

PROPOSAL NARRATIVE

Please use the following outline as a guide to your proposal narrative. Please keep the proposal to the maximum of **two pages**.

I. PURPOSE OF GRANT

- A. Situation:
- a. The opportunity, challenge, issue or need resulting from the 2011 flood.
 - b. The targeted population. Describe demographics and targeted geographic areas.
 - c. How the focus was determined and who was involved in decision-making process. Please include any community information/data used.
- B. Proposal Design (please address all relevant items):
- a. Overall goals and specific objectives to address the above situation.
 - b. Levels of activity to be undertaken (daily intake, number of meals, additional staff hired to address emergency needs); Estimated number of people to be served as a result of this proposal.
 - c. Criteria or circumstance for offering services. Are there eligibility requirements that must be met in order to receive services for your organization?
 - d. How the proposal complements similar work in the community.
 - e. Do you know of any public funds that may be available for this proposal in the future?

II. EVALUATION

- A. Explain how you will evaluate and determine the success of this effort.

III. FINANCIAL INFORMATION

- A. Provide a brief budget and narrative identifying the estimated costs to implement the proposal. What percentage will be used for administrative costs? If there are other sources of support, including public agencies and other private funders, please specify. Please describe how this grant will support activities that are not already being covered by state and federal support.

Is your organization an IRS 501(c)(3) not-for-profit agency? Y / N

If no, is your organization a public agency/unit of government? Y / N

If no, please provide your Fiscal Agent's Information below:

*Name & Address of Fiscal Agent
number*

Fiscal Agent's EIN

IV. OTHER DOCUMENTS TO ATTACH

- Current year Board approved budget
- Most current IRS determination letter
- List of current Board members
- Confirmation letter of fiscal agent (if non-501(c)(3) organization)