

City of Minneapolis One Minneapolis Fund Grant Application

Date of application: _____

Organization Information

<i>Name of organization</i>	<i>Legal name, if different</i>
<i>Address</i>	<i>City, State, Zip</i>
<i>Phone</i>	<i>Fax</i>
<i>Name of top paid staff</i>	<i>Title</i>
<i>Name of contact person regarding this application</i>	<i>Title</i>

<i>Employer Identification Number (EIN)</i>	<i>Web site</i>
<i>Phone</i>	<i>E-mail</i>
<i>Phone</i>	<i>E-mail</i>

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, you must secure a fiscal agent. List name and address of fiscal agent:

_____ *Fiscal agent's EIN number*

Proposal Information

Please give a 2-3 sentence summary of request:

Population served: _____ Geographic area served: _____

Project dates (if applicable): _____ Fiscal year end: _____

Budget

Dollar amount requested:	\$ _____
Total annual organization budget:	\$ _____
Percent of annual budget received from government source	\$ _____
Total project budget (for support other than general operating):	\$ _____

Authorization

Name and title of top paid staff or board chair: _____

Signature _____

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PROPOSAL NARRATIVE

Please answer each question specifically and separately. Do not exceed 5 pages total for this portion. Please include the cover sheet with your application, and the required attachments.

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, as it relates to community engagement and leadership development.
- D. Organizational description of the applicant, including a summary of previous experience in managing projects in leadership development and community engagement.
- E. Give evidence of diverse leadership within the organization, both volunteer and paid staff.
- F. Summary of 2012 funding sources for the organization.
- G. Contact person for application.

II. PROJECT INFORMATION

- A. Project description, including goals and measurable outcomes of the project.
- B. Answers to these questions:
 - 1. Which underrepresented groups will the project engage?
 - 2. How many people will this project serve?
 - 3. How will this project increase civic engagement for the targeted community?
 - 4. How will this project increase leadership development within the targeted community?
 - 5. Why is this project needed in the community?
 - 6. How will this project integrate the leadership or community engagement with other communities in Minneapolis?
 - 7. How, without ongoing funding from the city, will the work of this project be sustained after the grant is completed?
 - 8. Projects need to tie into the concept of building a "One Minneapolis". How does the project demonstrate the ability to work within a cultural group and to create connections between communities?
 - 9. How will the project increase the capacity of the organization to do this type of work in the future?
- C. Detailed project schedule with work plan.
- D. Detailed budget.

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ATTACHMENTS

Attachments Required:

1. Finances
 - Most recent financial statement with a balance sheet
 - Organization budget for current year, including income and expenses. Clearly mark the funding received from government entities.
 - Most recent 990 tax form or audit
 - Project Budget, including income and expenses
 - Annual report (if available)
2. List of board members and their affiliations.
3. Brief description of key staff, including qualifications relevant to the specific request.
4. A current copy of the IRS determination letter (or fiscal agent's letter) to indicate a tax-exempt 501(c)3 status.

Community and cultural organizations are encouraged to apply.

If you would like assistance with this application or process in another language, please contact the City of Minneapolis Neighborhood Community Relations Department at the following numbers:

Spanish Line: (612) 673-2700

Somali Line: (612) 673-3500

Hmong Line: (612) 673-2800

American Sign Language Line: (612) 673-3220

TTY Line: (612) 673-2157

Access and Outreach Manager: Ahmed Muhumud, (612) 673-2162 or

email- ahmed.muhumud@minneapolismn.gov

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PROJECT BUDGET

This format is optional and may be used to submit your project budget. 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.

<u>Source</u>	<u>INCOME</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)		\$
		\$
Total Income		\$

<u>Item</u>	<u>EXPENSES</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)		\$	
		\$	
Total Expense		\$	
Difference (Income less Expense)		\$	