

Detroit Lakes Area Community Foundation (DLACF) - Grant Application

Overview: Grant requests are generally limited to the Detroit Lakes Area; those within 15 miles of the 56501 zip code will be considered. We fund capital improvements, equipment purchases, and some start-up activities. It is not our policy to fund operating expenses or to fund an individual person.

Eligibility: Funds are granted to a 501(c) 3, or other nonprofit, their fiscal agent, or a unit of government.

Size of Awards: Using our current guidelines, an entity can request up to \$5,000 every fiscal year (July 1 – June 30).

Grant Cycles/Deadlines: Grant applications are reviewed on a quarterly basis. Applications must be received by: January 1st, April 1st, July 1st, or October 1st for consideration during that quarter's meeting.

Items to Submit:

- 1) The following five-page application form. We require a concise, brief overview of your organization and/or project. If we require additional narrative from you, we will request that information prior to the grant's formal review.
- 2) For nonprofits, please provide a copy of your IRS Nonprofit Determination Letter.
- 3) Please provide a copy of the bid(s) for the item(s) you want considered for funding through a DLACF grant. Only submit the bid(s) necessary to satisfy the grant amount of the eligible item(s).

Email OR mail the application, with signatures, to:

By email: 1987dlacf@gmail.com

By mail:

**Detroit Lakes Area Community Foundation
PO Box 1340
Detroit Lakes, MN 56502**

Questions: Feel free to email us, or contact any of the DLACF board members with questions regarding the application, qualifications, or review process.

GRANT APPLICATION - Detroit Lakes Area Community Foundation

Organization Name: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____

E-mail: _____

Project Title: _____

Project Person: _____ Phone: _____

Amount Requested: _____ Total Project Cost: _____

Project Period: From: _____ To: _____

Organization Tax Status:

501 (c) 3 Non-Profit Organization

Public Agency (Government Created)

Unit of Government

Other: _____

Briefly description the organization, including goals, purposes, and a short history:

Briefly describe the project for which funds are being requested, what it is will achieve, and how it will be accomplished:

Any other information you would like the Foundation to consider regarding your application:

CERTIFICATION: I certify that the information contained in this grant application is true and correct to the best of my knowledge and belief and that I have the authority to apply for the funds requested on behalf of the organization listed above.

Signature

Title

Date

Detroit Lakes Area Community Foundation Grant Application

PROJECT BUDGET FORM

FUNDING SOURCES FOR PROJECT (Please do not include in-kind donations or funding)

Detroit Lakes Area Community Foundation \$ _____

Other Foundations \$ _____

Local Contributions \$ _____

Program Income (Fees, etc.) \$ _____

Other (Please Specify) _____ \$ _____

TOTAL PROJECT COSTS: \$ _____

COSTS OF PROJECT (Cash/In-Kind)

Equipment \$ _____ / _____

Property Purchase \$ _____ / _____

Property Improvements \$ _____ / _____

Salaries and benefits \$ _____ / _____

Travel \$ _____ / _____

Occupancy (Rent, Util., Ins.) \$ _____ / _____

Supplies \$ _____ / _____

Contracted Services \$ _____ / _____

Administrative Expenses \$ _____ / _____

Other (Please Specify) _____ \$ _____ / _____

TOTAL EXPENSES \$ _____ / _____