New Ulm Area Foundation

DATA ENTRY FIELDS FOR GRANT APPLICATION

NOTE: Please read "Grant Guidelines" before initiating this application.
Grant application deadlines are March 15 and August 15.

Organization Information

- Name
- Address
- Phone Number if we have questions about this application
- Contact Person for this application
- Email Address

Project Information

- Name of project.
- Total project budget.
- Amount of grant requested from NUAF.
- NUAF only makes grants for projects that serve the communities within the geographic area of ISD 88. Indicate the geographic areas served by the project.
- NUAF only makes grants for projects that add to community vitality in the areas of arts, education, historic preservation, and community enhancement. Indicate one or more area(s) of focus for the project.

Project Description

All information requested below should be submitted in a typed Microsoft Word document or PDF attachment to this application. Tip: Put yourself in the shoes of the reader who may not know about your project/program. Briefly help them understand.

- Provide dates of project start and completion.
- Describe the project and its purpose.
- Who will the project serve and how many will benefit from this work? How is this determined?
- Are there other projects or organizations in the community that have or have had the same or similar type of projects? If so, please describe the similarities and the differences.
- Why is this project needed in the community?
- What are the organization's plans for evaluation of the project, its success, growth or results?

Project Funding

- Please describe how you are planning on using any funds you might be granted from NUAF and the efforts of obtaining additional funding through grants or collaboration. The description or project budget should include funding requests from other sources and status of the request(s). Note, this is meant to be a brief narrative. Your project budget gets attached later in this application.
- Describe how you will promote or market the project including acknowledgement of any funding you might receive from NUAF.
- Describe the organizational plans for the sustainability of this project. Does the organization anticipate the need for ongoing funding?

Attachments to be Included with the Application

NOTE: Only one PDF, Microsoft Word document, or Microsoft Excel worksheet attachment is allowed for each section in the online application. If necessary, you can scan multiple files into one PDF. Contact NUAF with any questions.

1. If applicable, a copy of the IRS determination letter certifying your status as a 501(c)(3) entity … or … An executed fiscal hosting agreement if the applicant does not hold their own IRS non-profit status. Tip: If you don't have a copy of your IRS / US Treasury letter indicating you are a 501(c)(3) Public Charity, you can find the information from the IRS website https://apps.irs.gov/app/eos/ (Contact NUAF office if you have questions.)
2. If the organization has applied to NUAF for a grant in the past, a list of those grant projects, the year applications were made, and the amounts awarded if grant(s) were approved.
3. A list of names, occupations, and affiliations of the organization's board of directors.
4. A list of names, titles and/or duties of the individuals working on the project. Will these individuals be available for the duration of the project and/or will there be others in the organization who can take over the project if necessary?
5. A copy of the organization's most recent financial statements (Income Stmt, Balance Sht), preferably within past 12 months. If this project is a small part of the overall organization, please also give a brief narrative concerning other parts of the organization.
6. A copy of the project budget including income (including grants, donations, existing funds, and project revenue if any) along with projected costs/expenses.

Authorized Signature

- Signature of person authorized by your organization to submit grant applications.
- Title or position of signer within your organization.