New Ulm Area Foundation

GRANT GUIDELINES

Grant Eligibility

Grant applicants will be eligible to make application if they:

1. Have submitted their grant application with necessary documentation by the grant deadline (March 15th for the Spring cycle, or August 15th for the Fall cycle.)
2. Demonstrate one of the following:
    a. Applicant is a 501(c)(3) non-profit corporation in good standing; or
    b. Applicant is a public organization (e.g. City of New Ulm, etc.,); or
    c. Applicant has retained a fiscal host to receive and disburse any funding received if applicant is neither of the above. (Fiscal hosts have certain other oversight responsibilities they must accept if a grant is awarded.)
3. Are applying for a project that will:
    a. Benefit the communities included in the geographic area for ISD 88;
    b. Enhance the community in one or more of the focus areas of arts, education, , historic preservation, and/or community enhancement; and
    c. Otherwise constitute a charitable purpose.

Documents Required

Eligible applicants should submit the following:

1. A fully completed and signed NUAF grant application.
2. If applicable, a copy of the IRS determination letter certifying applicant's status as a 501(c)(3) Public Charity (tip: go to IRS website https://apps.irs.gov/app/eos/), OR an executed fiscal hosting agreement if the applicant does not hold their own non-profit status. (The fiscal host will receive, hold, and disburse any funds received through this granting process.)
3. 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 grants were approved.
4. A list of names, occupations, and affiliations of the organization's board of directors.
5. 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?
6. 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. Contact NUAF for clarification.
7. A copy of the project budget including income (including grants, donations, existing funds, and project revenue if any) along with projected costs/expenses.

Submittal of Application

Application and required documents must be submitted no later than the application deadline (March 15 for the Spring cycle, or August 15 for the Fall cycle.) The application can be found at: newulmareafoundation.org/grant-application-form-page/

Online application submissions are preferred. However, if necessary, you may alternatively submit your application by any of the following methods:

1. Online, through the link with web address above;
2. Email contact@newulmareafoundation.org;
3. U.S. Mail to NUAF, P.O. Box 201, New Ulm, MN 56073; or
4. Hand deliver to NUAF office at 210 N. Minnesota St, 2nd floor, New Ulm

Selection Criteria

All eligible applications will be reviewed by the NUAF Grants Committee. Consideration will be given to:

1. The number of residents served by the project.
2. The area or areas of focus served by the project.
3. The percentage of funds raised by applicant using collaboration, fundraising, grant writing and/or by the project itself.
4. Follow-through on previous grant expectations as documented in previous application and Memorandum of Understanding (MOU) at grant acceptance.
5. Project collaboration with other local organizations and/or non-profits.
6. The number of other entities working on the same or similar projects in the community. (The goal is to prevent overlap.)

Grant Process

1. All grant applications and attachments must be received no later than March 15 for the Spring grant cycle, or August 15 for the Fall grant cycle of each year.
2. The Executive Director will review all applications for eligibility and completeness prior to advancing them to the Grants Committee.
3. Incomplete applications may/may not be considered at the discretion of the Grants Committee.
4. The Grants Committee will review all eligible applications and make recommendations to the Board of Directors no later than the end of April for the Spring grant cycle or the end of September for the Fall grant cycle.
5. Applicants will be notified of the status of their submittal no later than May 15 for the Spring grant cycle or October 15 for the Fall grant cycle.
6. Grant recipients and the fiscal host, when applicable, will be required to sign a Memorandum of Understanding prior to receiving the funds.
7. Grant funds will be sent or disbursed to the recipient organization (or fiscal host, if applicable).