

Building Community Capacity Grant Application Questions

The Saint Paul & Minnesota Foundation only accepts applications online. This document is made for reference ONLY. Do not submit this document. Any mailed/emailed applications will not be considered.

Organization Information

- 1.1 Mission Statement *(Characters: 300)*
- 1.2 Describe your organization. Indicate what percentage of your services benefit the East Metro, West Metro and other locations *(Characters: 500)*
- 1.3 Describe current project/program area(s). *(Characters: 1000)*
- 1.4 Number of: Full-time paid staff Part-time paid staff Volunteers Others assisting/types of assistance (e.g., Vistas, interns, AmeriCorps consultants, etc.)
- 1.5 The organization's current year budget

ATTACHMENTS

- Current year operating budget (For capital requests, include current capital campaign budget of income and expenses)
- Year-end statement of income and balance sheet
- Current year-to-date income and expense statement
- Board/Committee List

Proposal Details

- 2.1 Select which of the following best describes the purpose of this grant request
- 2.2 Proposed Grant Title
- 2.3 Proposed Grant Start and End Dates
- 2.4 Amount Requested
- 2.5 Contact Name, Title, Email, Phone
- 2.6 If you are serving as the Lead Organization in a collaborative effort, please list partner(s) here. *(Characters: 500)*
- 2.7 Do you have an active grant with the Foundation?
- 2.8 Select one area of community vitality from the list that best describes the focus of your grant request.
- 2.9 Select which of the following best describes the primary geographic area to be served by your grant request.

Narrative

- 3.1 Describe the opportunity, challenge, issue or need that your organization is currently facing? Share any supporting data/research/documentation that you think might help us understand what you are working to achieve. *(Characters: 3000)*
- 3.2 Given the current landscape, how are you structuring your work to meet the challenges? Give some examples of what that might look like. *(Characters: 3000)*
- 3.3 Why is your organization best suited to do this work? *(Characters: 2000)*
- 3.4 Who will be directly served by the proposed grant?
- 3.5 Provide any additional information not already captured regarding the primary population to be served by the proposed grant. *(Characters: 1000)*
- 3.6 Identify the age group to be served by the proposed grant.
- 3.7 What does success look like for your organization by the end of the grant period? *(Characters: 2000)*
- 3.8 What is your organization's current financial situation? What financial changes do you foresee in the future? *(Characters: 2000)*

Budget

Is this a Capital Projects request?

No

Directions: For each income/expense item provide budget details that explain how you arrived at your numbers. Include enough detail in the narrative (200 characters) to clarify unusual items and how the total amount of each budget category was calculated.

- For income sources describe the status of funding (i.e. approved, pending or to be submitted.).
- For salary and wages, identify the position, indicate whether the position is full-time or part-time, and include the percentage of the position's time allocated for the project/program

Income	Amount	Narrative
Government Grants	\$130,000.00	Proposal Pending
F.R. Bigelow Foundation	\$60,000.00	Request submitted
The Saint Paul Foundation	\$40,000.00	Request submitted
Mardag Foundation	\$30,000.00	Request submitted
ABC Foundation	\$20,000.00	Proposal approved; funds received
Earned Income	\$5,000.00	Participant enrollment fees
In-Kind	\$5,000.00	Office Space
Individual Donations	\$10,000.00	\$7,000 raised to date.
Total Income	\$300,000.00	

Expense	Amount	Narrative	For Internal Use Only
Salary #1 Program Director	\$3,970.00		

Expense	Amount	Narrative	For Internal Use Only
		.05 FTE - Project development; supervise the Program Manager and oversee Project activities, progress reporting, and evaluation	
Salary #2 Program Manager	\$4,800.00	0.10 FTE - Direct supervision of program staff and be responsible for day to day program operations; also responsible for required program reporting.	
Salary #3 Counselor	\$8,763.00	0.20 FTE - Provide participant screenings	
Salary #4 Program Staff	\$144,019.00	4.0 FTE - Responsible for day to day program implementation.	
Salary #5 Project Data Assistant	\$3,428.00	0.10 FTE - Work with program manager to coordinate data collection tools and processes and oversee data integrity practices	
Subtotal	\$164,980.00		50
Insurance, benefits and other related taxes	\$39,820.00	See detail below.	12
Consultants and professional fees	\$33,000.00	Interpreter services \$2,000; IT support contract \$18,000; client database use fees \$3,000; software \$500; Evaluation services \$1,500; security \$8,000	10
Travel	\$7,350.00	Includes travel for 3 staff to attend Training; airfare \$2,550; hotel \$1,575; per diem \$585; ground transport \$240; misc \$1,200	2
Equipment			0
Supplies	\$34,822.00	Includes food \$31,550 and group activity materials, offices supplies, program tools	11
Printing and copying			0
Internet, telephone and fax			0
Postage and delivery	\$350.00	Software (not Postage and Delivery) - purchase of software for participant use	0
Rent and utilities	\$8,256.00	Facility related costs based on square footage used for program; utilities \$2,112; building services agreements \$1,456; repairs \$2,400; property insurance \$400; interest \$1,888	2
In-kind expenses	\$5,000.00	Office Space	2
Depreciation	\$3,267.00	Based on square footage used for program	1
Client Transportation	\$4,200.00	Bus fare \$3,120; Cab fare \$1,080	1
Indirect Charges	\$29,557.00	Based on 10% of project costs	9
Total Expense	\$330,602.00		

Expense	Amount	Narrative	For Internal Use Only
Difference	-\$30,602.00		

Please provide any additional necessary details not captured in the above budget. For example, if the above budget is a multi-year budget, please indicate the number of years the budget covers.

Fringe benefits included at 24% of gross salaries. Includes employer FICA, health and dental insurance for each FTE, life insurance at 0.36% of salaries, short and long-term disability insurance, 401(k) plan match at 4% of salaries, unemployment insurance, and workers compensation.

(Characters left: 1718)