

GREATER PINE AREA ENDOWMENT
A Component Fund of the GPAE Foundation

PROJECT FUNDING APPLICATION

Instructions: Before completing this application, please review the Greater Pine Area Endowment's (GPAE) Grant-making Policies and Procedures which detail the focus areas for the GPAE, as well as provide other pertinent details relating to the GPAE's interests and concerns.

Completed applications should be submitted:

By Mail:
Grants Committee
Greater Pine Area Endowment
PO Box 32
Pine City, MN 55063

In Person:
Becky Schueller
Pine City Area Chamber of Commerce
315 Main Street S.
Pine City MN 55063

Applicant Name: _____

Type of Agency: _____ 501(c) (3) _____ Government Agency _____ School

Address: _____

City/State/Zip: _____

Telephone/E-mail: _____

Project Name: _____

Contact Person: _____

Project Beginning Date: _____

Project Ending Date: _____

Total Project Cost: _____

Amount Requested: _____

Please respond to the questions on page two in completing your application. The committee would appreciate it if you kept your application as brief (but complete) as possible. You may use separate/additional sheets of paper.

Office Use Only	
Date Received _____	Date Reviewed _____
Requested Amt. _____	Recommend Amt. _____

Grant Application Form

1. Does this project or the services it provides directly benefit residents within the boundaries of ISD 578? _____ Yes _____ No

2. Complete and include one original and one copy of the enclosed
 - A. *Grant Application Cover Sheet.*
 - B. *Grantee Action Plan and Evaluation Form.*
 - C. *Project Budget Form and Narrative.*
 - D. *Attach a copy of your 501(c)(3) IRS Determination letter.*
 - E. *Governing body minutes (for local governments & schools) or letter authorizing application.*

3. **Narrative** should generally answer the following questions (it is not necessary to complete the entire MN Common Grant Application narrative). Be sure to indicate how your project directly advances the GPAE Foundation's Funding Priorities and meets our Review Criteria.
 - A. **WHAT** is your proposed project? What is the primary goal of this project?

 - B. **WHO** will carry out this project? And **WHO** will benefit from this project?

 - C. **WHY** is this project important and how does it strengthen your community/communities?

 - D. **HOW** did your community determine the need for this project?

 - E. **WHEN** will your project take place?

 - F. **HOW** much will your project cost? **WHAT** will the proposed GPAE Foundation funds be used for? And **WHAT** other funds will be used to support your project?

 - G. **HOW** are community assets and resources mobilized to design, implement and sustain this project?

 - H. Will GPAE Foundation funds be expended within the boundaries of ISD 578? If not, why?

QUESTIONS: Call Tom Gahler, Chair, GPAE Advisory Board at 320/629-7713.

PROJECT BUDGET

INCOME

<u>Source</u>	<u>Support</u>	<u>Amount</u>
Government grants		\$
Foundations		\$
Corporations		\$
United Way or other federated campaigns		\$
Individual contributions		\$
Fundraising events and products		\$
Membership income		\$
In-kind support		\$
Investment income		\$
Revenue		
Government contracts		\$
Earned income		\$
Other (specify)		\$
		\$
		\$
		\$
Total Income		\$

EXPENSES

<u>Item</u>	<u>Amount</u>
Salaries and wages	\$
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)	\$

GPAE Foundation Grantee Action Plan and Evaluation Form

Grantee Organization:	
Project Coordinator:	
Phone/Email:	
Project Title:	

Summary of Project (1 or 2 sentences)

*Note: At least one objective should answer the question, "So What?" What difference will your project make in your community, in changed lives, in new skills, knowledge, behaviors, or attitudes? Can you measure that change?

***Objective #1**
(must be measurable results, not just effort)

Action Plan-
What steps need to be done to achieve this objective:

Action	By When	Person Responsible
1.		
2.		
3.		
4.		
Expected Result:		

Results: *Please note: the remaining questions are to be filled out at mid term (if grant exceeds \$5,000) and at end of grant period for evaluation purposes.

Objective #1 Mid-point Result (fill out at mid-point <u>ONLY</u> if grant exceeds \$5,000)	
Objective #1 Actual Result (to be completed at end of grant period for final report)	GPAE Foundation use only

***Objective #2** (must be measurable results, not just effort)

Action Plan-What steps need to be done to achieve this objective:

Action	By When	Person Responsible
1.		
2.		
3.		
4.		
Expected Result:		

Results: *Please note: the remaining questions are to be filled out at mid term (if grant exceeds \$5,000) and at end of grant period for evaluation purposes.

Objective #2
Mid-point Result (fill out at mid-point ONLY if grant exceeds \$5,000)

Objective #2 Actual Result (to be completed at end of grant period for final report)	GPAE Foundation Use Only

***Please copy this page for any additional objectives you have that pertain to this project.**