

SuperGrant

Guidelines for Application

**The Grafton Community Foundation** has established a *SuperGrant* which will be awarded in late Spring of each year. The Advisory Committee plans to award one SuperGrant in an amount up to $50,000 each year. The exact amount will be determined each year.

Funding is designed to support a broad range of community needs, including arts and culture, social and health services, education, recreation, preservation and emergency services. Grant funds may be used to start a new project or program or enhance or maintain an existing program.

**Eligible applicants must be 501(c)3 nonprofits or organizations that are exempt from filing for a 501(c)3 status, located in and providing services for citizens of Grafton, ND, St. Thomas, ND and the immediate surrounding area.** This includes units of government and school corporations. To confirm eligibility, please contact Amy Stromsodt at [amy@ndcf.net](mailto:amy@ndcf.net) or 701-795-1531. Only one application will be accepted per qualified organization per year.

The Grafton Community Foundation DOES NOT accept requests for:

* Individuals
* Previously incurred debt
* Political campaigns
* Efforts to influence legislation of any governmental body
* General operating expenses

**Application Process and Timeline**

Interested applicants are asked to submit a **Letter of Intent (LOI)** by the prescribed deadline. The Advisory Committee will review all LOIs relative to applicability to funding parameters, alignment with funding criteria, quality and project merits. A select number of applicants will be chosen to submit a full proposal and may be asked to participate in a brief presentation/interview with the Advisory Committee.

**Timeline**

March 1 Letters of Intent Due

April 1 Advisory Committee to invite proposals from select applicants

May 1 Full Proposals Due

June 1 (On or around this date) Finalist interviews with Advisory Committee

June 15 (On or around this date) Public Announcement of grant recipient

**Letters of Intent**

All Letters of Intent must be submitted online. Visit [www.ndcf.net/grafton](http://www.ndcf.net/grafton) to get started.

The following **MUST** be included in the LOI:

* + Mission statement and brief description of the organization
  + Number and type of persons served in the previous year
  + Project description
  + Initial timeline of the project
  + Total cost of the project
  + Documented unmet community need (new or existing)
  + Any matching funds (in-kind or cash) or challenge grants that will be used to leverage this grant
  + Impact on the Grafton/St.Thomas communities and how this will meet the Grafton Community Foundation’s mission to “Improve the Quality of Life for Citizens in the Grafton/St. Thomas Area”
  + How the organization collaborates and cooperates with other organizations in the community
  + Ability to sustain the project (if applicable) once the grant funds have been expended

**Full Proposal**

If you are invited to submit a full proposal, you will be asked to provide:

* Financial Statements, preferably audited, showing actual expenses, including balance sheet and income/expenses (or most recent I.R.S. Form 990)
* Commitment letters from additional funders
* Current organizational budget
* Detailed project budget
* List of Board members and their affiliations
* Brief description of key agency staff, including those involved in the proposed project

**Grant Disbursement and Evaluation**

Before grant funding is disbursed, the grantee and the Grafton Community Foundation will execute a grant agreement requiring a final grant evaluation within 1 year of receiving the fund, and intermediate reports, as requested, depending on the project.