

Instructions

Thank you for your interest in Community Impact Funds. We want to make this process as easy and seamless as possible, so we have a few recommendations before you begin.

- Download a copy of the document and open it in Adobe Acrobat Reader. This is standard software on most machines; however, if you don't already have this installed on your computer, you can obtain it for free at <https://get.adobe.com/reader/>.

This is **very important** because if you don't use Adobe Reader, but instead complete the document using an internet browser (Internet Explorer, Firefox, Chrome, etc.), you won't be able to save your work, digitally sign the form, or submit electronically.

- Once you have opened the document in Acrobat Reader, immediately 'Save As' from the 'File' menu on the upper left-hand corner. Save often as you work through the document.
- Review your document to ensure everything has been completed. When ready, submit to the Sourcewell contact as indicated.

Please take your time and don't hesitate to reach out if you have questions or concerns. We look forward to working with you!

Community Impact Funds for Local Governments

2023

A city, county, township, or other government unit as defined in Minn. Stat. § 471.59 Subd. 1(B) may apply for one (1) Community Impact Funds award per fiscal year. Please read carefully; we recently updated the funding requirements and process according to feedback from our local government entities.

Eligibility requirements

- The applicant entity must be:
 - A Sourcewell participating local government entity. Register at sourcewell-mn.gov/register.
 - Located within the Minnesota counties of Cass, Crow Wing, Morrison, Todd, or Wadena¹.
- The proposed project must:
 - Relate to programs or services authorized under Sourcewell's enabling statute, Minnesota Statutes § 123A.21, subdivision 7, and serve a public purpose.
 - Request funding for no more than one (1) year.
 - Not have received Sourcewell funding for the proposed project for the previous two (2) years.
 - Request between \$20,000 and \$50,000.
 - Be impactful within the region including through improvements to existing local government facilities, meeting equipment needs, or providing technology upgrades required for performing the applicant's government function.
 - Not involve:
 - Lobbying activities.
 - Payment for land acquisition
 - Costs for transportation infrastructure construction or maintenance (i.e., building roads and/or bridges)
 - Expenses incurred prior to receipt of the award
- To be considered for funding, a complete Community Impact Funds application must be submitted by **April 26, 2023, and include:**
 - Application information (attached).
 - A signed resolution in support of the project from the governing body of the fiscal host/project manager and from each collaborating organization if applicable.

Application instructions

- We encourage you to consider one of Sourcewell's awarded suppliers for goods and services. For help with this process, email community@sourcewell-mn.gov.
- Attach a resolution in support of the project from each entity's governing body.

¹ If the proposed project is a collaborative effort between two or more entities, the application must be submitted by a local government unit that is a Sourcewell participating agency willing and able to act as fiscal host and project manager.

Application review process

Step 1: Sourcewell staff and the Community Solutions Advisory Committee will review each application at their May meeting to ensure the criteria outlined above have been met. Applications that do not meet the criteria will be eliminated from the review process.

Step 2: Applicant organizations that pass the initial review will be entered into a lottery drawing, and projects will be awarded at random until funding is exhausted. We will notify award recipients by May 31, 2023, but no funds will be awarded or guaranteed until Step 4 is complete, and the new fiscal year begins for Sourcewell on July 1, 2023. All entities will be notified by email whether funding was awarded or not.

Step 3: At the June meeting of the Sourcewell Board of Directors, Sourcewell staff will present the lottery results for approval.

Step 4: Upon approval by the Sourcewell Board of Directors, Sourcewell staff will notify awarded entities by June 30, 2023. A Community Impact Funds Agreement and further instructions will be provided to each award recipient. The funding agreement must be fully executed before funds are issued.

Contact information

For more information about Sourcewell, Community Impact Funds, or this application, please contact community@sourcewell-mn.gov.

To ensure your application is considered complete by our Advisory Committee, submit all application documents in one email to: community@sourcewell-mn.gov or one large envelope via mail to:

Sourcewell Community Solutions
202 12th Street NE
P.O. Box 219
Staples, MN 56479

Community Impact Funds Application for local government 2023

Organization information

Please provide the following information for the entity that will serve as **fiscal host and project manager**.

Entity name:

Physical address:

Mailing address:

Project point of contact name:

Email:

Telephone:

Name of authorized signatory:

Email of authorized signatory:

Please provide the following information for each entity that will collaborate on the project (if applicable):

Entity name:

Point of contact name:

Email:

Telephone:

Entity name:

Point of contact name:

Email:

Telephone:

Project information

Please provide the following information specific to the proposed project:

1. Project title.
2. Amount of Community Impact Funds being requested.

3. Provide a description of the proposed project, including, how this request is critical to job function. *Are you lacking this equipment or technology completely? Is your existing equipment or technology outdated? Is your building in need of repairs or maintenance for safety concerns or ADA compliance?* **(400 word maximum)**

4. Provide a three-sentence summary of your project to be used for marketing and promotion.

5. What is the goal(s) of this project?

6. Provide an explanation of how the project is impactful.

7. The proposed project must support Region 5 consistent with Sourcewell's purpose. How does the proposed project promote and align with Sourcewell's statutory purpose of supporting the Region 5 community as a whole?

8. How will the proposed project primarily benefit the Region 5 community? Please describe how the proposed project primarily benefits Region 5 and not any individuals, businesses, or nonprofit entities

9. The proposed project must relate to Sourcewell's government purpose as defined in Minn. Stat. § 123A.21, Subdivision 7. Please identify all program or service areas to which the proposed project will relate.

- | | |
|---|--|
| <input type="checkbox"/> administrative services | <input type="checkbox"/> vocational rehabilitation |
| <input type="checkbox"/> curriculum development | <input type="checkbox"/> health, diagnostic, and child development services and centers |
| <input type="checkbox"/> data processing | <input type="checkbox"/> leadership or direction in early childhood and family education |
| <input type="checkbox"/> distance learning and other telecommunication services | <input type="checkbox"/> community services |
| <input type="checkbox"/> evaluation and research | <input type="checkbox"/> shared time programs |
| <input type="checkbox"/> staff development | <input type="checkbox"/> fiscal services and risk management programs, including health insurance programs providing reinsurance or stop loss coverage |
| <input type="checkbox"/> media and technology centers | <input type="checkbox"/> technology planning, training, and support services |
| <input type="checkbox"/> publication and dissemination of materials | <input type="checkbox"/> health and safety services |
| <input type="checkbox"/> pupil personnel services | <input type="checkbox"/> student academic challenges |
| <input type="checkbox"/> planning | <input type="checkbox"/> cooperative purchasing service |
| <input type="checkbox"/> secondary, postsecondary, community, adult, and adult vocational education | |
| <input type="checkbox"/> teaching and learning services, including services for students with special talents and special needs | |
| <input type="checkbox"/> employee personnel services | |

10. Provide a proposed timeline with action steps included. The timeline should start in July 2023 when funding is available and be completed by July 31, 2024, with the final report due August 31, 2024.

Budget information

11. Complete the table below to explain, **in detail**, the annual costs related to the project and the source of funds proposed to cover that cost. Insert additional lines to identify, **with specificity**, other costs related to the project (i.e.: wages, marketing, consultants). Sourcewell staff may contact you for additional information regarding your budget if more detail is required. **Organizations must not depend on Community Impact Funds for more than one (1) year.**

Revenue Sources (not including in-kind)	
Entity	Amount
1. Sourcewell- Community Impact Funds	\$
2.	
3.	
4.	
Total	\$

Expenditures/Direct Costs (i.e.: wages, marketing, consultants)	Community Impact Funds	Other Sources
1.		
2.		
3.		
4.		
5.		
6.		
Total	\$	\$
Total Project Budget		\$

12. If the project is expected to continue beyond one year, describe how it will be funded.

13. If Community Impact Funds are approved, describe specifically how they will be used to support the project.

14. If your application is only partially funded, will you still move forward with this initiative? If yes, please explain how.

Certification

I certify that the information contained in this application and in any related attachments is true and correct to the best of my knowledge and belief, and that I have the authority to apply for Community Impact Funds in the amount requested.

I further certify that if funding is awarded pursuant to this application, my organization will execute the Community Impact Funds Agreement prior to receiving or expending any funds.

Finally, I certify that no funds awarded as a result of this application will be used to pay costs incurred prior to receipt of the award, or loans or reimbursement to individuals or businesses; or to fund political, religious activities, discriminatory, or illegal activities.

Signature

Signature

Printed Name

Printed Name

Title

Title

Entity

Entity

Date

Date

Add signature blocks as needed to include a signature for each collaborating entity.