

Instructions

Thank you for your interest in this Sourcewell program. 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!

Sourcewell Community Enrichment Program

Updated Feb. 10, 2023

Mission and Purpose

The mission of Sourcewell's Community Enrichment Program is to support smart, innovative, and impactful opportunities within the communities located in Sourcewell's five-county service cooperative area (Cass, Crow Wing, Morrison, Todd, and Wadena counties in the State of Minnesota). To further this mission, Sourcewell may partner with school districts, cities, counties, and other governmental units, and nonprofits to fund projects, events, and programs that align with the goals of this Program.

Goals

The goals of the Community Enrichment Program are to:

- Support organizations that further the mission of Sourcewell
- Further opportunities that encourage student success
- Support the work of communities as they come together to accomplish great works
- Support continued learning opportunities for all ages to inspire growth and build community success
- Encourage collaboration and partnerships among nonprofits, governmental entities, educational entities, and other community groups
- Support programs, events, and projects as determined by Sourcewell's annual Strategic Framework that maintain or improve the community and enrich the lives of those who live here

Partnership requirements

As a government entity, Sourcewell may only partner with organizations and support projects, events, and programs that serve a public purpose and that fall within the scope of its authority under Minnesota Statutes, section 123A.21. As such, Sourcewell may only provide community enrichment funding to school districts, cities, counties, or other governmental units and nonprofit organizations for projects, events, and programs that meet the requirements outlined below. The requesting organization must complete and submit the application and Public Purpose Checklist to demonstrate how the request fulfills these requirements. In addition, the organization must enter into a formal agreement limiting use of the funds to the purposes stated in the organization's application. Sourcewell cannot entertain requests from for-profit entities.

The partnership must:

- Benefit area residents and the community as a body
- Directly relate to functions of government
- Not have, as its primary objective, the benefit of a private interest

Evaluation factors considered:

- Level of community support for the project or event
- The purpose for which the funds will be used
- Intended impact and measurement
- Lower priority may be given to applications from organizations that have been awarded Community Enrichment funds within the past 24 months

Generally, activities further a public purpose when they are open to the public or serve a large population, and they promote the following:

- Public health and well-being
- Safety and security
- General welfare
- Prosperity and contentment

Sourcewell **must deny** any request that it determines does not meet the requirements of this program.

Funding will not be given for:

- Capital and endowment campaigns
- Programs/projects outside our service area
- Fundraising and individual benefit events, including donations and the purchase of tickets or tables
- Operating deficits
- Individuals or targeted groups, including sports teams, booster clubs, and student organizations and clubs
- Political organizations
- Religious organizations
- Wellness programs
- Labor, fraternal, social, or other organizations where funding would primarily benefit membership
- Events or programs that have already received Sourcewell funding, including Community Impact Funding, Community Match Funding, Community Boost Funding, One-time funding for nonprofits, or Small Project Partnership Funding in the current fiscal year

Review Process

A committee of Sourcewell staff members will review each application and Public Purpose Checklist to decide whether to partner with, and then enter into a mutual agreement with, the requesting organization. Organizations can request one monetary contribution each year.

Monetary: Awards may range from \$100 to \$1,000. Sourcewell may offer larger contributions depending upon how the request furthers Sourcewell's mission and complies with the requirements of this program. Support is offered on a first-come, first-served basis.

Requests

The committee meets to review requests six times a year - August, October, December, February, April, and June.

Submit your request by the first Monday of meeting months for consideration. You must include a W-9 with your request. If your request aligns with the requirements of the program, you'll be asked to complete a contract of agreement. This contract must be signed and returned to Sourcewell before contributions are made. Please include any supporting flyers or documents.

Public Purpose Checklist

1. Will the proposed project promote public health, safety, general welfare, security, prosperity, or the contentment of a community as a body?
 - ☐ If No, **STOP**. Public expenditure is not authorized because the project will not further a public purpose.
 - ☐ If Yes, identify which of these purposes will be furthered by the project and how, and continue to Step 2.

2. Will the proposed project primarily benefit the public and not private individuals or entities?
 - ☐ If No, **STOP**. Public expenditure is not authorized for projects that primarily benefit private individuals or entities unless that benefit is only incidental to the project.
 - ☐ If Yes, identify the population that will benefit from the proposed project, and continue to Step 3.

3. If funds are received from Sourcewell, what program and/or services will your entity provide, please check all that apply below, and continue to Step 4:

<ul style="list-style-type: none"><input type="checkbox"/> administrative services<input type="checkbox"/> curriculum development<input type="checkbox"/> data processing<input type="checkbox"/> distance learning and other telecommunication services<input type="checkbox"/> evaluation and research<input type="checkbox"/> staff development<input type="checkbox"/> media and technology centers<input type="checkbox"/> publication and dissemination of materials<input type="checkbox"/> pupil personnel services<input type="checkbox"/> planning<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	<ul style="list-style-type: none"><input type="checkbox"/> employee personnel services<input type="checkbox"/> vocational rehabilitation<input type="checkbox"/> health, diagnostic, and child development services and centers<input type="checkbox"/> leadership or direction in early childhood and family education<input type="checkbox"/> community services<input type="checkbox"/> shared time programs<input type="checkbox"/> fiscal services and risk management programs, including health insurance programs providing reinsurance or stop loss coverage<input type="checkbox"/> technology planning, training, and support services<input type="checkbox"/> health and safety services<input type="checkbox"/> student academic challenges<input type="checkbox"/> cooperative purchasing services
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☐ If None, **STOP**. Funding cannot be awarded for projects that do not involve the programs and services outlined in the enabling statute.

4. Can the proposed project be implemented in a manner that ensures no conflicts of interest exist or any existing conflicts may be resolved?

☐ If No, **STOP**. Public expenditure is not authorized for any project that may involve conflicts of interest.

☐ If Yes, identify any conflicts of interest that have been resolved and how, and continue to Step 5.

5. Will the proposed project serve the best interests of Sourcewell and its five-county service area?

☐ If No, **STOP**. Public expenditure not authorized when it may conflict with the best interests of the entities involved.

☐ If Yes, describe how and continue to Step 6.

6. Is the proposed project permitted under the laws, rules, or policies that govern the applicant entity(ies) and Sourcewell?

☐ If No, **STOP**. Public expenditure is not authorized when it may conflict with the laws, rules, or policies that govern the entities involved.

☐ If Yes, continue to Step 7.

7. Will Sourcewell and the collaborating entities be able to satisfy all terms, conditions, policies, procedures, and other requirements associated with the proposed project?

☐ If No, **STOP**. Public expenditure is not authorized for any project that will prevent the entities involved from complying with any associated requirements.

☐ If Yes, continue to **Step 8**.

8. Will the proposed project be implemented in a manner that ensures no public funds will be used to purchase or make a gift, donation, prize, or payment for dues to participate in a private organization?

☐ If No, **STOP**. Public expenditure is not authorized for these activities.

☐ If Yes, the proposed project serves a public purpose.

Sourcewell Request for Partnership

Your information

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact person: _____ Title: _____

Telephone: _____ Email: _____

Is your organization a member of Sourcewell? _____ yes _____ no

If yes, provide your member number: _____

Has your organization ever received Sourcewell Community Enrichment funds? If yes, when, and what was your project/event?

Tax Status (check one): _____ Nonprofit _____ Government entity _____ School

Your request

Project/event title: _____

Start date: _____ End date: _____ Amount requested: \$ _____

Other revenue sources: _____

Purpose statement (if you need additional space, please attach additional page):

What are the project/event objectives?

If awarded, describe in detail how you intend to use this funding to support the project/event.

Primary geographic area to be served:

Cass

Crow Wing

Morrison

Todd

Wadena

What is the approximate number of individuals, families, or groups within our five-county service area served by your organization?

How many people will benefit from this project/event?

How will your project/event benefit the public?

How will your organization measure this impact?

What else would you like to share?

Authorized signature

Title

Date _____

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Mail to: Sourcewell

- OR - via email to: info@sourcewell-mn.gov

Attn: Marketing and Public Relations

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Questions? Email jenny.holmes@sourcewell-mn.gov.