

Community Solutions – Consultant Services Reimbursement for 501(c)(3) Nonprofits

2023-2024

Consultant Services Reimbursements are awarded on a first-come, first-served basis while funds exist. Sourcewell will reimburse 50% of costs incurred up to \$3,000 per fiscal year per entity for hiring a third-party company to support nonprofit organizational operations. Your entity may apply once per fiscal year.

Eligibility requirements

- The applicant organization must:
 - Be a Sourcewell participating agency. Register at sourcewell-mn.gov/register
 - Be designated as a 501(c)(3) nonprofit entity required to file IRS Form 990, except for churches.
 - Provide services in the counties of Cass, Crow Wing, Morrison, Todd, or Wadena.
 - Be willing and able to financially match the reimbursement amount (in-kind support does not constitute a financial match).
- 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.
 - Not involve:
 - Audit services
 - Legal fees
- A reimbursement request must include:
 - A completed Reimbursement Request Form
 - An invoice for services provided which must be dated between July 1, 2023 – June 15, 2024

Reimbursement process

Step 1: Sourcewell staff will review each reimbursement request to ensure the criteria outlined above have been met. Requests that do not meet the criteria will not be eligible for reimbursement funds.

Step 2: Entities that pass the initial review process will be awarded funds on a first-come, first-served basis while funds remain available.

Consultant Services Reimbursement Request Form

2023-2024

Sourcewell covers 50% of costs up to \$3,000 per fiscal year per entity on a first-come, first-served basis while funds exist. A copy of the invoice is required for reimbursement.

Today's date:

Entity requesting reimbursement:

Entity contact person:

Mailing address:

Consultant company:

Service received:

- Capital improvement plan
- Donor development and acquisition
- Grant and loan application writing
- Feasibility study
- Executive search
- Classification and compensation study
- Performance review development and training
- Organizational analysis
- Hiring assistance
- Scoring and classification of jobs
- Cyber security audit
- Organizational strategic planning

Invoice total: \$

Reimbursement amount requested: \$

On behalf of the entity, I'm signing for, I acknowledge that we are not applying for any other Sourcewell funding to cover the remaining consultant services costs.

Member entity signature: _____

Submit completed reimbursement request forms, public purpose checklist, and copies of invoices to community@sourcewell-mn.gov