

# 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: \$

# Public Purpose Analysis

Sourcewell is a local government within Minnesota. Like all local governments, Sourcewell's expenditures of public funds, including this funding opportunity, must comport with a public purpose. Applicants should detail how their proposed project is consistent with this principle in benefiting Region 5, relating to Sourcewell's governmental purpose, and ensuring public funds will not be used to primarily benefit individuals, business, and nonprofit entities. Sourcewell may request additional information to support your inquiry.

1. How does the proposed project promote and align with Sourcewell's statutory purpose of providing programs and services as identified in question 3.

- 2. Describe how the project primarily benefits your community within Sourcewell's five-county service area of Cass, Crow Wing, Morrison, Todd, and Wadena counties. Projects cannot primarily benefit any individuals, businesses, or nonprofit entities.
- 3. 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.
  - □ administrative services
  - □ curriculum development
  - □ data processing
  - □ distance learning and other telecommunication services
  - $\hfill\square$  evaluation and research
  - $\Box$  staff development
  - media and technology centers
  - publication and dissemination of materials
  - □ pupil personnel services
  - □ planning
  - □ secondary, postsecondary, community, adult, and adult vocational education
  - teaching and learning services, including services for students with special talents and special needs

- □ employee personnel services
- □ vocational rehabilitation
- □ health, diagnostic, and child development services and centers
- □ leadership or direction in early childhood and family education
- □ community services
- □ shared time programs
- □ fiscal services and risk management programs, including health insurance programs providing reinsurance or stop loss coverage
- □ technology planning, training, and support services
- □ health and safety services
- □ student academic challenges
- □ cooperative purchasing service

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