

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!

Community Match Funds for Nonprofits

2023-2024

Community Match Funds aim to support a 501(c)(3) nonprofit's vitality and response to community needs. We support ongoing programmatic work of a nonprofit and/or help start a new project or program. Priority will be given to nonprofits that support student and community success, address unmet mental health needs, or improve quality of life in one of the following areas:

- People in crisis
- Children and youth programs
- Education for children and adults
- Health promotion
- Environmental preservation and enhancement
- Arts and culture promotion

Funds are available on a first-come, first-served basis for nonprofits that provide programming in identified priority areas. A nonprofit organization may apply for one Community Match Funds award up to \$3,500.00 per fiscal year (July 1 -June 15).

Eligibility requirements

To be eligible for Sourcewell Community Match Funds:

- 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.
 - Apply for no more than one Community Match Funds award per fiscal year (July 1 – June 15); entities cannot apply for additional Community Match Funding until their previous project has been completed and the final report has been submitted.
 - Be willing and able to financially match the award 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.
 - Be completed within one year of the Effective Date of applicant's Community Match Funding Agreement with Sourcewell
 - For projects where equipment is delayed due to supply chain issues, funding must still be expended within one year. Funding may be applied toward down payments or partial payments, and a copy of the payment receipt along with the anticipated equipment delivery date must be included with the final report. Sourcewell will follow-up one week after the anticipated delivery date to ensure the project has been completed.

- The proposed project **must not** involve:
 - Payment for capital expenses (land acquisition, building purchases or remodels, transportation infrastructure construction or maintenance)
 - Operating expenses (rent, utilities, insurance, etc.)
 - Expenses incurred prior to receipt of the award or portions of the project that have already been completed
 - Loans or reimbursement to individuals, businesses, or for-profit entities
 - Fiscal hosts/agent applications
 - Political campaigns or activities
 - Religious activities
 - Expenses incurred with conference attendance (travel, conference fees, etc.)
 - Out-of-state travel costs
 - Fundraising activities
 - Scholarships
 - Medical research
 - Endowments
 - Athletic programs
 - Organizational capacity building activities
 - Discriminatory or illegal activities

- A Community Match Funds application must:
 - Include all required information and proof of the entity's willingness and ability to match the amount awarded as referenced in the budget information section.
 - Request no more than \$3,500.00

Funding process

Step 1: Sourcewell staff will review each application to ensure the criteria outlined above have been met. Applications that do not meet the criteria will not be eligible for Community Match Funds.

Step 2: Funds will be awarded on a first-come, first- served basis while funds remain available.

Step 3: Sourcewell staff will notify award recipients and provide further instructions.

Contact information

Completed applications can be submitted by email to: community@sourcewell-mn.gov or by U.S. Mail to:

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

Community Match Funds Application 2023-2024

Organization information

Entity name:

Physical address:

Mailing address:

Project point of contact name:

Email:

Telephone:

Authorized signer of legal agreement name:

Email:

Project information

Please provide the following information specific to the proposed project:

1. Project title:
2. Amount of Match Funding requested:
3. Provide a description of the proposed project and the desired outcomes (400-word maximum).

Budget information

4. Complete the table below to identify the source of funds for your project. Remember there is a **dollar-for-dollar required match**.

Revenue sources (not including in-kind)	Amount
1. Sourcewell	\$
2.	
3.	
Total	\$

5. Complete the table below to explain, in detail, the itemized costs related to the project. Sourcewell staff may contact you for additional information regarding your budget if more detail is required.

Expenditures/ direct costs	Sourcewell Dollars	Other Sources
1.		
2.		
3.		
4.		
Total	\$	\$
Total Project Budget		\$

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

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 Match Funds in the amount requested.

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, capital expenses, operating expenses, discriminatory, or illegal activities.

Signature

Printed Name

Title

Entity

Date