

## 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 this 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 Adobe 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 Nonprofits – Pre-inquiry form

2024

Complete this form to help Sourcewell staff determine if your organization and project are eligible to apply for our Community Impact Funds for Nonprofits.

Community Impact Funds for Nonprofits aims to support 501(c)(3) nonprofits' response to community needs in alignment with Sourcewell's purpose of boosting student and community success. Sourcewell supports nonprofit entities providing services to people in our five-county service area of Cass, Crow Wing, Morrison, Todd, and Wadena counties. We encourage nonprofits that support student and community success and support initiatives that improve the quality of life for regional members to apply. We require a minimum of one 501(c)(3) nonprofit to act as lead organization and fiscal manager and to collaborate with at least one other 501(c)(3) or local unit of government entity (county, city, township, Leech Lake Band of Ojibwe). Each organization must be a Sourcewell member. Each application must request between \$10,000 and \$100,000.

### Eligibility requirements

The applicant entity must:

- Be a Sourcewell member. Register at [sourcewell-mn.gov/register](https://sourcewell-mn.gov/register)
  - Be designated as a 501(c)(3) nonprofit entity and be required to file IRS Form 990.
  - Provide services in the Minnesota counties of Cass, Crow Wing, Morrison, Todd, or Wadena.

The proposed project must:

- Relate to programs or services authorized under Sourcewell's enabling statute, Minnesota Statute §123A.21, subdivision 7, and serve a public purpose.
  - Request between \$10,000 and \$100,000.
  - Request funding for no more than one (1) year.
  - Be a collaborative effort between one other 501(c)(3) or government entity that meets the organizational requirements above.
  - Be impactful and improve the quality of life within the region and encourage new ideas which seek efficiencies and solutions (i.e. pilot programs, seed funding, startup funds, shared services, or programmatic).
- Not involve:
  - Payment for vehicles, land acquisition, building purchases, or development.
  - Road and trail infrastructures.
  - Expenses incurred prior to receipt of the award.
  - Loans, or reimbursement to individuals or businesses.
  - Political or religious activities.
  - Discriminatory or illegal activities.
  - Athletic programs.
  - Gift cards or scholarships.
  - Operating expenses (rent, utilities, insurance).
- Nonprofit public safety teams are not eligible for Nonprofit Community Impact Funds due to an upcoming funding opportunity specific to their needs.

- To be considered for review, a completed pre-inquiry form must be submitted by February 28, 2024, and include:
  - Pre-inquiry form (attached).
  - Proof of 501(c)(3) status for each collaborating organization where applicable.
  - Completed public purpose analysis (attached).

## Inquiry review process

If this is your first time requesting funding from Sourcewell, your entity and partnering entities will need to complete a funding eligibility form. Email [community@sourcewell-mn.gov](mailto:community@sourcewell-mn.gov) to request the form.

Submit your completed pre-inquiry form by **February 28, 2024**, to be considered for review. A Sourcewell staff member will contact you via email by March 15, 2024, regarding the status of the inquiry. If a full application is requested, it will be due by April 24, 2024.

## Contact information

For more information about Sourcewell, Community Impact Funds, or this inquiry form, please contact [tammy.filippi@sourcewell-mn.gov](mailto:tammy.filippi@sourcewell-mn.gov) or call 218-895-4206

To ensure your pre-inquiry is considered complete by our Advisory Council, submit all application documents by February 28, 2024 by 11:59 p.m. CST in either one email to: [community@sourcewell-mn.gov](mailto:community@sourcewell-mn.gov) or one large envelope to via US Mail to:

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

## Community Impact Funds for Nonprofits – Pre-inquiry Form 2024

### Entity information

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

Entity name:

Physical address:

Mailing address:

Project point of contact name and title:

Email:

Telephone:

Are you authorized to make this request on behalf of the entity listed above?

### Project information

Please provide the following information specific to the proposed project:

1. Project title.
2. Approximate amount of Community Impact Funds being requested.
3. A description of the proposed project, including your intended collaborator(s). (600 word maximum)

4. Is this a request to fund a project that received Community Impact Funds in 2023? If yes, please explain in detail the need for a second consecutive year of funding. (450 word maximum)

## 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 application.

1. 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, business, or nonprofit entities.

2. The proposed project must relate to Sourcewell's government purpose as defined in Minnesota Statute §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  |  |

3. How does the proposed project promote and align with Sourcewell's statutory purpose of providing programs and services as identified in question 2?