

Instructions

Thank you for your interest in Community Impact Funds. 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 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!

Local Government – Community Impact Funds

2024

A city, county, township, or other government unit as defined in Minn. Stat. § 471.59 Subd. 1(B) may apply for one (1) Community Impact Funds award per fiscal year. Please read carefully; we recently updated the funding requirements and process according to feedback from our local government entities.

Eligibility requirements

- The applicant entity must be:
 - A Sourcewell participating local government entity. Register at sourcewell-mn.gov/register.
 - Located within 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 Statutes § 123A.21, subdivision 7, and serve a public purpose.
 - Request funding for no more than one (1) year.
 - Not have received Sourcewell funding for the proposed project for the previous two (2) years.
 - Request between \$20,000 and \$50,000.
 - Be impactful within your community, including through improvements to existing local government facilities, equipment needs, or providing technology upgrades required for performing the applicant's government function.
 - Because of the basic needs of our communities, such as building repairs/remodels, maintenance equipment, and office technology, we will not be accepting applications for projects such as pickleball courts, splashpads, baseball fields, park improvements, etc.
 - Not involve:
 - Lobbying activities
 - Payment for land acquisition
 - Costs for transportation infrastructure construction or maintenance (i.e., building roads and/or bridges)
 - Expenses incurred prior to receipt of the award
- Public Safety entities (law enforcement, fire departments, municipal ambulance services, first response teams) or public safety projects are not eligible for this funding opportunity due to upcoming funding opportunities specific to their needs.
- To be considered for funding, a complete Community Impact Funds application must be submitted by **May 29, 2024, and include:**
 - Application information (attached).
 - A signed resolution in support of the project from the governing body of the applicant entity.

Application review process

Step 1: Sourcewell staff and the Community Solutions Advisory Council will review each application at their June meeting to ensure the criteria outlined above have been met. Applications that do not meet the criteria will be eliminated from the review process.

Step 2: Applicant organizations that pass the initial review will be entered into a lottery drawing, and projects will be awarded at random until funding is exhausted. We will notify award recipients by June 28, 2024, but no funds will be awarded until the new fiscal year begins for Sourcewell on July 1, 2024. All entities will be notified by email whether funding was awarded or not.

Step 3: A Community Impact Funds agreement and further instructions will be provided to each award recipient. The funding agreement must be fully executed before funds are issued.

Contact information

For more information about Sourcewell, Community Impact Funds, or this application, please contact community@sourcewell-mn.gov.

To ensure your application is considered complete by our Advisory Council, submit all application documents in one email to: community@sourcewell-mn.gov or one large envelope via mail to:

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

Local government – Community Impact Funds application 2024

Entity information

Entity name:

Physical address:

Mailing address:

Project point of contact name:

Email:

Telephone:

Name of authorized signatory:

Email of authorized signatory:

Project information

Please provide the following information specific to the proposed project:

1. Amount of Community Impact Funds being requested.
2. Provide a description of the proposed project, including why and how it will be impactful within your community. Include how the improvements to existing local government facilities, equipment needs, or providing technology upgrades are required for performing your government function. **(400 word maximum)**

3. If your project is awarded funding, please provide up to a three-sentence summary of your project you would like our marketing team to use in their press release.
4. Describe how the project primarily benefits your community within Region 5. Projects cannot primarily benefit any individuals, businesses, or nonprofit entities.
5. 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.
- | | |
|---|--|
| <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 | |
6. How does the proposed project promote and align with Sourcewell's statutory purpose of providing programs and services as identified in question 5.
7. Provide a timeline of your proposed project. The timeline should start in July 2024 when funding is available and be completed by July 31, 2025, with the final report due August 31, 2025.

Budget information

8. Complete the table below to identify the source(s) of funds for your project.

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

9. 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		\$

10. Is the project expected to continue beyond one year?

- No
- Yes: describe how it will be funded.

11. For **non-equipment** purchases, describe specifically how awarded funds would be used to support the project.

12. If your application is only partially funded, will you still move forward with this initiative?

- No
- Yes: please explain how.

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 Impact Funds in the amount requested.

I further certify that if funding is awarded pursuant to this application, my entity will execute the Community Impact Funds Agreement prior to receiving or expending any funds.

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.

Signature

Signature

Printed Name

Printed Name

Title

Title

Entity

Entity

Date

Date