



— Building the future...right here. —

Grant Application Packet

Thank you for your interest in applying for a grant from the Community Foundation of Northern Rosebud County (CFNRC). The foundation is an affiliate of the Montana Community Foundation (MCF) and provides grants to qualified non-profit and charitable community service projects in northern Rosebud County and the communities of Forsyth, Angela, Ingomar and Rosebud.

Grant Criteria

Grants will be made for projects in the following program areas.

Youth & Education	Health Care Services
Recreation, Arts & Culture	Emergency Services
Basic Human Services	Historic Preservation
Community & Economic Development	
Natural Resources, Conservation and Environment	

Eligibility

Applicants must either be a non-profit 501(c)(3), a tax-exempt government entity, or be fiscally sponsored by one of these. If the applicant is affiliated with a government entity such as a school, city or county, contact your administration office regarding grant receipt policies.

Training

Incomplete grant applications will not be considered. Contact Jennifer Anderson, 346-7320, for training options or guidance for completion of the grant application.

Important Dates

Application Due Date: MARCH 1ST.

Application Package: Grant Applications Must Include the Following

- Completed Grant Application Forms (page 4 and 5)
- Proposal Narrative
- Project time-line from start to finish--usually less than 1 year
- Project Budget: see definitions
- Organization Budget: see definitions
- Evidence of financial viability: demonstrate adequate resources to complete & sustain the project.
- Roster of your Board Members/Directors/Officers. Applying group only, not fiscal sponsor.
- Copy of applicant's or fiscal sponsor's IRS 501(c)(3) designation letter, or identity letter for a government identity
- Provide 4 written copies and 1 scanned copy (if able) to Darrell Grogan at First State Bank dgrogan@fsbforsyth.com or mail to: CFNRC PO Box 1395 Forsyth, MT 59327

Ineligible Projects

The CFNRC will not support the following kinds of activities.

- Conferences and workshops.
- Planning, research or untested projects.
- Partisan or sectarian activities.
- Normal organizational annual operating and maintenance expense

Additional Grant Information

Proposal Narrative

The proposal narrative should be 2 pages maximum. Please briefly describe the proposed project including these points.

- The town(s), communities or areas will this project serve.
- Who will the project serves: adults, youth or people of all ages.
- Describe how your project will help meet our objective of making Northern Rosebud County a better place to live, work, have a business and raise a family. "Building the future, right here." What is the "**ripple effect**"; see definitions
- Project sustainability – Explain how the project will continue into the future. Who will maintain it?
- Identify all partners assisting with the project in any way including those providing money, labor and/or in-kind donations.
- Proposed publicity plans including how the Community Foundation will be recognized as a contributor to this project. (We have plaques of various sizes that can be provided)

About The Grants

- **CFNRC Grants** will range in size from \$100 to \$2,500. Projects can be new improvements or can enhance the capacity of existing facilities, upgrade physical structures or develop/purchase assets that improve the quality of life for our residents.
- **Edna Olson Youth Grants** will range in size from \$100 to \$1,000. This fund grants moneys for projects specifically targeting youth, 18 years and younger. Due to the nature of youth activities, these grants are not strictly tied to the asset building of facilities, but more to the development of youth as our asset of the future.
- **Signature Community Impact Grants**, a new program added in 2019, can range in size up to \$10,000; however, the project must have significant community support and partnerships, and demonstrate significant community impact. See definition page.
- Grants must be used for projects benefitting Northern Rosebud County residents including the communities of Forsyth, Angela, Ingomar, or Rosebud.
- Grant requests will be evaluated by the CFNRC Granting Committee and are approved by the Montana Community Foundation.
- Demonstrating partnerships and community support is extremely important as our grants become more competitive. We are not likely to fund 100% of any project. Money, labor and in-kind donations are all helpful in partnering.
- CFNRC requires quality digital pictures (300 dpi minimum) of your project, including progress or “action shots” and end results.

Evaluation Criteria

The granting process is competitive. Eligible projects will be evaluated on the following criteria.

- Provides a direct benefit to local, area residents by enhancing quality of life now and into the future.
- Creates long term asset building and is sustainable.
- Addresses important community needs.
- Demonstrates wide spread support. Applicant works with other entities to reflect community support with additional funding and in-kind contributions toward the project.

Reporting Criteria

- Quarterly progress report on progress of the project. Is it on schedule or have there been delays. Let us know reasons and new time line.
- Must submit a final written report or narrative.
- Submit quality pictures digitized for use in publications, include consent forms for people in the pictures.



CFNRC & Edna Olson Fund for Youth

Use this same application for the **Signature Community Impact Grant**

Combined Grant Application Cover Sheet

Project Name _____
 Name of Applicant Organization _____
 Mailing Address _____
 Contact Person & Title _____
 Contact Phone _____ Contact Email _____

Please check which grant(s) you are seeking & fill in the dollar amount you are requesting for each. Also include total cost of the proposed project.

Mark box if this application is for Signature Community Impact Consideration

___ CFNRC Grant	\$ _____
___ Edna Olson Fund Youth Grant	\$ _____
Funds your organization is committing to the project	\$ _____
Funds from other partners	\$ _____
In-kind donations (labor, materials, use of equipment, etc.)	\$ _____
TOTAL COST OF PROPOSED PROJECT	\$ _____

Project Criteria

Grants will be made for projects in the following program areas. Place a check(s) by the category(s) that best describe your project.

___ Youth & Education	___ Natural Resources, Environment
___ Recreation, Arts & Culture	___ Emergency Services
___ Basic Human Services	___ Health Care Services
___ Community & Economic Development	___ Historic Preservation

Organization or Type of Applicant

___ IRS designated 501(c)(3) Organization: Attach IRS Determination Letter (Required)

___ Exempt Government Unit: _____

___ **Using a Fiscal Sponsor:** A fiscal sponsor is used for applying organizations that are not recognized as non-profit by the IRS. A fiscal sponsor is an entity who agrees to handle the financial responsibilities for the applying organization. It is typically a 501(c)(3) organization or an exempt government unit. Choose which type of fiscal sponsor you are using and complete the section below:

___ Fiscal Sponsor is a 501(c)(3) ___ Fiscal Sponsor is Government Unit

Fiscal Sponsor Name/Entity _____

Address _____

Phone _____ Email _____

If Fiscal Sponsor is a 501(c)(3) then Please attach organization's IRS Determination Letter

As fiscal sponsor, I understand the responsibility to receive and be accountable for the funds, and will report accordingly.

Fiscal Sponsor Signature _____

Title _____ Date _____

Applicant Signature

Applicant/Agent Signature _____

Title _____ Date _____

GRANT APPLICATIONS ARE DUE MARCH 1ST.

Please submit completed grant applications to Darrell Grogan at First State Bank or mail them to: CFNRC PO Box 1395 Forsyth, MT 59327

SIGNATURE COMMUNITY IMPACT GRANT: This grant program is designated for larger community projects that will have a major impact on addressing needs in our service area. Grant amount can be up to \$10,000.

- The project must demonstrate significant community support with sponsors, partners, and others contributing at least 50% of the total project cost --as summarized on the application cover sheet. There can be several sponsors or partners (cash and in-kind).
- The project must have significant impact in the grant criteria area(s) indicated. Your narrative should describe in detail the area impacted, number of people impacted, and how the finished project will improve the quality of life in Northern Rosebud County now and into the future. "Building the Future, Right Here".
- In the narrative describe the "ripple effect" of the project; see definition below

DEFINITIONS

Ripple Effect: Like throwing a rock in the pond, ripples go beyond the initial action, physical structure or expected outcome of the project. The ripple effect includes all obvious and not so obvious benefits of your project. Consider how execution of the project and its results impact other groups, people, organizations, and our community. What are the immediate effects of the project as well as the long term impacts?

Fiscal Sponsor: (For the purpose of applying for grants from us) An organization with its own 501(c)(3) status or government entity. This sponsor agrees to be accountable for the grant money for an applying organization that is not recognized as a non-profit by the IRS.

Proposed Project Budget: The proposed budget for your project should include all costs to be incurred (cash and in-kind) specifically for completing your project. The sources of funds and in-kind contributions (from your organization and others) should also be indicated. Refer to "In Kind" definition below.

Organizational Budget (Financial Viability): Please provide evidence that the applying organization has sufficient financial resources to successfully complete and maintain the project. Documents may include cash flow projection, budget, bank statements, balance sheet, profit and loss records or anything that reflects the fiscal soundness of the applicant.

In-Kind donation: Any non-cash donation such as labor, materials or equipment use. Consider the amount of hours donated by individuals or groups needed to complete project. Convert the In-Kind donations to a cash value such as labor cost per hour @ \$12.00, cash value of materials donated, use of small tools @ \$25.00 per day, or use of large equipment @ \$25.00 per hour. Indicate your assumptions in determining value and list on your application project costs.

REVIEW!

Review your application package. Please read carefully and make sure all required information is included.

Do not submit this page. It is your checklist and is for reference only.

- 1.) Did you include the completed Grant Application Cover Sheets on top?**
- 2.) Did you include a proposal narrative with all the information requested in the application packet?**
- 3.) Did you include a project time-line with an anticipated completion date no more than one year?**
- 4.) Did you include a project budget?**
- 5.) Did you provide evidence of financial viability?**
- 6.) Did you include a roster of the applicant's Board Members/Directors/Officers?**
- 7.) Are you using a fiscal sponsor? Did the sponsor sign the application?**
- 8.) Did you sign the application?**
- 9.) Have you included 4 complete copies of the application material OR 3 hard copies and 1 scanned copy? Contact us if you need assistance scanning.**