

**Three Rivers Community Foundation  
A Designated Fund of the Initiative Foundation**

Application for Project Funding  
Application Deadline February 8, 2008

**Instructions:** Please complete this application for Project Funding and return no later than the above date. Before completing this application, please review the Foundation's Grant-making Policies and Procedures which detail the focus areas for the Foundation, as well as provide other pertinent details relating to the Foundation's interests and concerns.

**Completed applications** should be submitted to: Three Rivers Community Foundation, P.O. Box 558, Elk River, MN 55330.

Name	Organization	Address

Project Name	Beginning Date	End Date

Total Project Cost	Amount Requested	

**Must check one of the boxes below:**

- This applicant is a 501(c) 3 Tax-Exempt organization and have included our IRS Tax-Exempt Determination Letter (this most often is proof of 501(c)(3) organization or appropriate statutory references of local unit of government. (This is not the same thing as a MN Sales Tax Exemption.)
- This applicant is NOT a 501(c)3 Tax-Exempt organization. Included is a letter from our chosen fiscal agent, accepting fiscal responsibility for the grant funds. Enclosed is a copy of their IRS Tax-Exempt Determination Letter or proof of 501(c)3 status.

Please respond to all of the following questions or requests in completing your application. The Grants Committee would appreciate it if you kept your application as brief (but complete) as possible. You may use separate/additional sheets as necessary. If there are any questions, please contact Nate Lilleodden, 952.476.7107.

**Incomplete applications will not be considered for funding.**

Directly below is a checklist of items required for this application. Please check them off, indicating that you have included them with your application. Also include answers to questions 1-4 on Page 2.

**Attachment checklist:**

- This project or service will directly benefit residents within the boundary of ISD 728
- Enclosed is a letter for the applying organization's Board of Directors indicating support for the project.
- Enclosed is a letter of support from the organization on whose behalf this grant will be used.
- Enclosed is a copy of the applying organization's most recent financial statement or audit.

**On a separate document please provide answers to the following:**

1. **Background of your organization:** (briefly describe your organization's purpose, structure and history).
2. **Project Description:**
  - A. How does this grant address the priorities of the Three Rivers Community Foundation? (Guidelines are included with application).
  - B. Describe what you hope to accomplish through this grant project, listing your overall goals, measurable objectives to meet these goals and your expected timeline for this project.
  - C. Detail the assistance that any other individuals, groups or organizations will provide in carrying out the work of the project.
  - D. State the project staff that will be involved, their total time commitment as well as the number of volunteers and their hours.
3. **Need:**
  - A. Why is this project needed?
  - B. How was the need determined?
  - C. Why is the solution outlined in this project a realistic way to address the need?
  - D. Are others cooperating with you in this venture and, if so, who are they?
4. **Budget:**

Detail the anticipated expense/costs for the entire project plus sources of project revenue (both confirmed and anticipated).