

APPLICATION for EARLY CHILDHOOD INITIATIVE PROJECT GRANTS



GRANTMAKING PROCEDURES AND TIMELINES

Applications must contain the information described in this packet. The original may be either mailed or hand-delivered to the NMF office at 4225 Technology Drive NW, Bemidji, MN 56601.

The Early Childhood Initiative Grants are awarded for a two year period or less. **“Applicant Organizations” must be public agencies, such as schools and counties, or private non-profits with 501 (c)(3) federal tax exempt status.**

Applications will be accepted at any time. The grant review process will begin when all application materials have been received. Grants will be submitted to the Board of Directors for funding consideration following the staff review. NMF’s Board of Directors will make the final decision on all grant requests.

Grant requests will not be considered for: capital campaigns, annual fund drives, endowments, building construction, major equipment purchases (except for playground equipment), religious activities, past operating deficits, general operating expenses (unless this is a pilot/startup or expansion project), or lobbying.

Applicants are encouraged to contact Lin Backstrom at NMF to discuss potential projects BEFORE submitting applications.

Lin Backstrom
Program Manager – Early Childhood
800 659-7859
linb@nwmf.org

SELECTION CRITERIA

- The plan creates a strong early childhood environment that will lead to the improved school readiness for all children birth to kindergarten entrance.
- The ECI Coalition made up of community members supports and endorses the request.
- The project relates to local Early Childhood Initiative visioning priorities and strategies.
- It is likely that the project will achieve desired results and make a difference for young children.
- The applicants and collaborative partners show a financial commitment to the project.

**NORTHWEST MINNESOTA FOUNDATION
EARLY CHILDHOOD INITIATIVE PROJECT GRANT APPLICATION**

COVER SHEET

APPLICANT ORGANIZATION INFORMATION

To whom will NMF make the check payable?:

Address:

City: _____ State: MN Zip: _____

Contact person/title:

Telephone # _____ Fax # _____ E-mail address: _____

IRS tax exempt status (check one) _____ Public _____ 501(c)(3) Federal I.D. number: _____

FINANCIAL INFORMATION

Total project cost \$ _____ Amount requested from NMF \$ _____

Other funding sources for this project:

<u>SOURCE</u>	<u>REQUESTED AMOUNT</u>	<u>COMMITTED OR PENDING?</u>	<u>DATE OF COMMITMENT</u>
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•			
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PROJECT INFORMATION

Project title:

Project duration (list beginning and end dates, if applicable):

Project summary: (You may use the summary paragraph from # 1. in your narrative.)

AUTHORIZATION

Signature of director of applicant agency

Date

For NMF Office Use Only

Staff Review/Approval _____ Date _____ Application # _____

President Approval _____ Date _____ Serial # _____

Board Ratification _____ Date _____ Date Received _____

CONTENTS OF GRANT APPLICATION

I. APPLICATION COVER SHEET:

Complete the enclosed cover sheet form and submit it as the application's first page.

II. PROPOSAL NARRATIVE: (Please limit your narrative to 2-3 pages.)

1. What do you want to do? (Abstract: Clearly and briefly summarize your project.)
2. Why do you want to do this project? (Identify the opportunity, challenge, issue, or need your plan addresses.)
3. How do you plan to do it? (Describe the activities you will be doing, who will carry out those activities and the time frame in which the activities will take place.)
4. Who will help you? (Discuss the role of any collaborative partners and financial commitments.)
5. How does this project relate to the Early Childhood Initiative's priorities and strategies as developed in the action plan? (Refer to your coalition's Strategic Plan, Vision and Priority Statements)
6. How will this project be sustained? (Identify any long-range ideas or funding commitments.)
7. What are the expected outcome(s) of your program or project? (Outcomes are statements of the anticipated changes resulting from your project.)
8. How will you know that you have achieved these results?

III. BUDGET

Complete the enclosed Budget Form as part of your application. Explain in narrative if necessary.

IV. ATTACHMENTS, if appropriate.

V. PROPOSAL CHECKLIST

Note: Your proposal cannot be submitted for processing without all of the following:

- SIGNED, completed** cover sheet
- Proposal narrative (Answers to the numbered questions under II.)
- ECI Project Budget form or list
- Budget explanation (if necessary for understanding)
- ECI Coalition Meeting minutes authorizing submission of application