



New Ulm Area Community Education
 910 14th Street North
 New Ulm, MN 56073
cfleck@newulm.k12.mn.us
www.newulm.k12.mn.us/community-ed/
 507-233-8307

Vision Statement

To create an environment conducive to lifelong learning; To provide diverse programming;
 and To be sensitive to the needs of the community.

Mission Statement

Strengthening self and community through learning

New Ulm Area Community Education provides grant money for organizations who could use additional funding for programs that support the areas of: youth development and leadership, senior programming, after school youth programs and adults with disabilities. The application is a fillable form which you can enter your organization and program information.

Checklist for Successful Grant Seeking

1. Grants are only available for specific projects or programs, please research to determine that your program's goals and objectives for grant making are consistent with this type of grant request. Do you meet the Community Education goals, mission and vision?
2. Include a cover letter with each proposal that introduces your organization and your proposal, and makes a strategic link between your proposal and the funder's mission and grant making interests.
3. Do not include any materials other than those specifically requested at this time.

Grant Application

Date of application: ____

Application submitted to: ____

Organization Information

<i>Name of organization</i>	<i>Legal name, if different</i>		
<i>Address</i>	<i>City, State, Zip</i>	<i>Employer Identification Number (EIN)</i>	
<i>Phone</i>	<i>Fax</i>	<i>Website</i>	
<i>Name of top paid staff</i>	<i>Title</i>	<i>Phone</i>	<i>E-mail</i>
<i>Name of contact person regarding this application</i>	<i>Title</i>	<i>Phone</i>	<i>E-mail</i>

Is your organization an IRS 501(c)(3) not-for-profit? _____ Yes _____ No
 If no, is your organization a public agency/unit of government? _____ Yes _____ No

If no, check with funder for details on using fiscal agents, and list name and address of fiscal agent:

_____ # _____
 _____ *Fiscal agent's EIN number*

Has this project previously been funded by Community Education? _____ Yes _____ No

Proposal Information

Please give a 2-3-sentence summary of request: (Be specific as to the use of funding requests, not general operating support)_____

Population served: __

Geographic area served: __

Funds Requested: \$ _____

Project/program support __

Project dates (if applicable): _____

Fiscal year end: _____

Which Community Education element will this grant support?

_____ Adults with Disabilities

_____ After School Youth Programs

_____ Senior Population

_____ Youth Development & Youth Leadership

Project Budget

** Please be specific on how you would use this money **

Dollar amount requested:

\$ _____

Project Budget, including income and expenses.

—

Authorization

Name and title of top paid staff or board chair: __

Signature: __

Proposal Narrative

Please use the following outline as a guide to your proposal narrative.

ORGANIZATION INFORMATION

1. Brief summary of organization history, including the date your organization was established.
2. Brief summary of organization mission and goals.
3. Brief description of organization's current programs or activities, including any service statistics and strengths or accomplishments. Please highlight new or different activities, if any, for your organization.
4. Your organization's relationship with other organizations working with similar missions. What is your organization's role relative to these organizations?
5. Additional organization information required by each individual funder.

PURPOSE OF GRANT

Proposals

1. The opportunity, challenges, issues or need currently facing your organization.
 - a. How that focus was determined and who was involved in that decision-making process.
2. Overall goal(s) of the organization for the funding period.
3. Objectives or ways in which you will meet the goal(s).
4. Activities and who will carry out these activities.
5. Time frame in which this will take place.
6. Long-term funding strategies.
7. How will the proposed activities benefit the community in which they will occur, being as clear as you can about the impact you expect to have. Does this activity/project currently exist in the community?
8. Does the project currently exist in our community?

EVALUATION

1. Please describe your criteria for success. What do you want to happen as a result of your activities? You may find it helpful to describe both immediate and long-term effects.
2. How will you measure these changes?
3. Who will be involved in evaluating this work (staff, board, constituents, community, consultants)?
4. What will you do with your evaluation results?
5. Use of the Community Education Logo must be used in your publications/advertising.

Attachments

The following attachments are required:

1. Finances
 - a. Organization budget for current year, including income and expenses
 - b. Additional funders. List names of corporations and foundations from which you are requesting funds, with dollar amounts, indicating which sources are committed or pending.

Be sure to check each funder's guidelines, and use discretion when sending additional attachments.

Proposal Checklist

- Cover letter.
- Proposal narrative.
- Organization budget.
- Project budget.
- List of additional funders.
- Confirmation letter of fiscal agent (if required). If not a 501C3, who will be your fiscal agent?
- Additional information required by each individual funder.

Grant Proposal

Grant proposals should be sent to:

New Ulm Area Community Education, 910 14th Street North, New Ulm, MN 56073

Grants will be reviewed quarterly. The Community Education Grant Making Committee will review the grants and then present them to the Advisory Council at the next scheduled meeting for recommendation to the ISD 88 School Board for approval.

After the Grant Committee screens the applications, you will be notified if you have become a finalist to receive a grant. Grant requestors should be prepared to come to the Advisory Council Meeting for any questions of the full Advisory Council.

After approval by the ISD 88 Board of Education, you will receive 80% of the grant request. The remaining 20% will be granted after the Community Education Advisory Council has reviewed your final report and summary of the project (due 60 days after the end of the project/program) In order to receive the final 20% payment you must have met the criteria for the purpose of the grant. After review by the Advisory Council of the final report, you may receive full funding, partial funding or no funding for the grant request.

A thank you to New Ulm Community Education for the grant funding must be mailed to the New Ulm Journal for publication in the 'In Appreciation' section of the newspaper.

Grant Proposal Due Dates

Grant Application Deadlines (4 times/year)

August 1, 2017

November 1, 2017

February 1, 2018

May 1, 2018

If you have questions, please contact

Jeff Bertrang, Superintendent 507-233-6180

Crystal Fleck, Community Education Coordinator 507-233-8307

Dawn Brown, Community Education Director 507-233-8300

Organization Budget

This format is optional and can serve as a guide to budgeting. If you already prepare an organization budget that contains this information, please feel free to submit it in its original form. Feel free to attach a budget narrative explaining your numbers if necessary.

INCOME

<u>Source</u>	<u>Amount</u>
<i>Support</i>	
<u>Government grants</u>	\$ _____
<u>Foundations</u>	\$ _____
<u>Corporations</u>	\$ _____
<u>United Way or other federated campaigns</u>	\$ _____
<u>Individual contributions</u>	\$ _____
<u>Fundraising events and products</u>	\$ _____
<u>Membership income</u>	\$ _____
<u>In-kind support</u>	\$ _____
<u>Investment income</u>	\$ _____
 <i>Revenue</i>	
<u>Government contracts</u>	\$ _____
<u>Earned income</u>	\$ _____
<u>Other (specify)</u>	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
 Total Income	 \$ _____

EXPENSES

<u>Item</u>	<u>Amount</u>
<u>Salaries and wages</u>	\$ _____
<u>Insurance, benefits and other related taxes</u>	\$ _____
<u>Consultants and professional fees</u>	\$ _____
<u>Travel</u>	\$ _____
<u>Equipment</u>	\$ _____
<u>Supplies</u>	\$ _____
<u>Printing and copying</u>	\$ _____
<u>Telephone and fax</u>	\$ _____
<u>Postage and delivery</u>	\$ _____
<u>Rent and utilities</u>	\$ _____
<u>In-kind expenses</u>	\$ _____
<u>Depreciation</u>	\$ _____
<u>Other (specify)</u>	\$ _____
	\$ _____
 Total Expense	 \$ _____
Difference (Income less Expense)	\$ _____

Project Budget

This format is optional and can serve as a guide to budgeting. If you already prepare project budgets that contain this information, please feel free to submit them in their original forms. Feel free to attach a budget narrative explaining your numbers if necessary. Please limit to 350 words.

<u>Source</u>	<u>INCOME</u>	<u>Amount</u>
<i>Support</i>		
<u>Government grants</u>		\$ _____
<u>Foundations</u>		\$ _____
<u>Corporations</u>		\$ _____
<u>United Way or other federated campaigns</u>		\$ _____
<u>Individual contributions</u>		\$ _____
<u>Fundraising events and products</u>		\$ _____
<u>Membership income</u>		\$ _____
<u>In-kind support</u>		\$ _____
<u>Investment income</u>		\$ _____
<i>Revenue</i>		
<u>Government contracts</u>		\$ _____
<u>Earned income</u>		\$ _____
<u>Other (specify)</u>		\$ _____
		\$ _____
Total Income		\$ _____

<u>Item</u>	<u>EXPENSES</u>	<u>Amount</u>
<u>Salaries and wages (breakdown by individual position and indicate full- or part-time.)</u>		\$ _____
<u>No more than 10% can go to Administrative Exp.</u>		\$ _____
SUBTOTAL		
<u>Insurance, benefits and other related taxes</u>		\$ _____
<u>Consultants and professional fees</u>		\$ _____
<u>Travel</u>		\$ _____
<u>Equipment</u>		\$ _____
<u>Supplies</u>		\$ _____
<u>Printing and copying</u>		\$ _____
<u>Telephone and fax</u>		\$ _____
<u>Postage and delivery</u>		\$ _____
<u>Rent and utilities</u>		\$ _____
<u>In-kind expenses</u>		\$ _____
<u>Depreciation</u>		\$ _____
<u>Other (specify)</u>		\$ _____
Total Expense		\$ _____
Difference (Income less Expense)		\$ _____