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EL FONDO DE NUESTRA COMUNIDAD 2009 Grant Guidelines

OUR MISSION

Our mission is to create a model of philanthropy within Minnesota's Latino community that fosters the giving of talent, time, and money to efforts that build on the assets and strengths of the Latino community.

El Fondo de Nuestra Comunidad is a partner in The Saint Paul Foundation's SpectrumTrust, an initiative to enhance the philanthropic capacity of Minnesota's richly diverse communities of color.

GRANTMAKING PRIORITIES

We invite grant applications from community-based organizations and informal grassroots groups that serve Minnesota's Latino community. Proposals will be accepted from organizations throughout the state of Minnesota. While requests of up to \$10,000 will be accepted, we anticipate funding 6-9 grants ranging from \$4,000 to \$7,000. The deadline for requests is **Monday, June 15, 2009** with decisions made in July of 2009.

In 2009, El Fondo de Nuestra Comunidad will fund programs that foster Community-Based Empowerment.

What is community-based empowerment? A strong and vibrant Latina/o community is not possible without active and engaged grassroots support. One way to strengthen and build our communities is through community-based organizing or empowerment, which can lead to strategic and fundamental changes in public policy and social dialogue. While there are several approaches to achieve this goal, they all share the common factor of building relationships between individuals, who in turn work together to build power.

Why did El Fondo choose this focus? Community-based empowerment gives a meaningful voice to people that are not reflected or heard by the broader public. Locally-based empowerment programs are especially salient because they take into account the distinct history, strengths, concerns, and context of Latinos living in Minnesota. Empowerment can improve access, develop social capital, and lead to change in the Latino community on our own terms.

What we will fund. El Fondo seeks to fund programs designed to develop access, secure power, and develop leaders across class, gender and sexuality, and racial and ethnic lines in our community. The following program elements and strategies are encouraged:

- Build grassroots coalitions and networks of activists and organizers while establishing relationships and collaborative work among individuals, organizations, and institutions
- Increase the level of Latina/o community involvement in public discourse and community action
- Increase the level of Latina/o education regarding the voting process
- Reduce barriers to access the voting process and increase Latina/o participation
- Address and evaluate institutional barriers within and outside the Latino community in order to take strategic action that promotes long-term change
- Identify and train people to become effective and authentic leaders
- Actively links public sector and private organizations who have not traditionally worked together as a way of creating additional resources for Latinas/os



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Preference Will Be Given To Applicants With:

- Organizations where the project or program involves other organization as collaborators
- Programs that respect language and culture as integral parts of the Latino community and use these to strengthen organizing and education efforts and contribute to the broader community.
- Programs that are led by Latinos and involve Latinos at all levels, including but not limited to governing body, staff, and volunteer base of the organization.
- Programs in communities outside Hennepin and Ramsey Counties.

Special Consideration Will Be Given To:

- Start-up, emerging, or informal groups
- Organizations with operating budgets of less than \$100,000.
- Organizations, groups, or committees where Latinos make up a significant portion of the governing body, staff, or volunteers.

Who May Apply

El Fondo seeks applicants that serve a diverse proportion of the Latino community in Minnesota. Grants will be awarded to community organizations, groups, or committees that seek to build on the assets and strengths of the Latino community. Grants must be used to directly benefit Latinos in Minnesota.

If you have questions or need more information, please contact Anne Pierre at 651-325-4229 or 1-800-875-6167. You can also send an email to ajp@saintpaulfoundation.org. *Se Habla Español.*

El Fondo's advisory board, with additional community representation, will review grant applications. Each request will be evaluated based on the strength of the proposal and need of support.

These guidelines are periodically revised to acknowledge community feedback.



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El Fondo de Nuestra Comunidad receives far more applications than it is able to fund. Before you prepare an application, please read the **Grant Guidelines** carefully to make sure that your program is a good fit with our funding priorities. The Minnesota Common Grant Application Form *will not* be accepted.

FISCAL AGENT

In order to receive grant funds from El Fondo de Nuestra Comunidad, your organization must be recognized by the Internal Revenue Service as a §501(c)(3) nonprofit. A tax-exempt certificate from the State of Minnesota is not the same.

If your organization is not a §501(c)(3) nonprofit, you can apply for this grant through an organization that is. This organization is called your Fiscal Agent. Your Fiscal Agent must complete and return a **Fiscal Agent Agreement** form *and* the **Required Documents**. To obtain this form, or if you have questions, please contact Anne Pierre at the numbers listed below.

YOUR APPLICATION

A complete application includes **all items** listed below. We have provided check boxes to make it easy for you to ensure your application is complete.

Your application will be photocopied for a committee; therefore, please do not submit materials that cannot be photocopied (e.g. video tapes, DVDs, posters, books, etc.). If you are submitting pamphlets, brochures, newspaper articles, etc., please submit 10 copies of each item. Otherwise, submit only one copy of your completed application.

Please print or type the requested information on the **Grant Application Cover Sheet**. Have the person you listed as Executive Director / Group Leader sign and date the form. If you recreate the form on your computer, please include items a) through d) and have the form signed and dated. If you are using a Fiscal Agent, fill out this form with your organization's information, not the Fiscal Agent's.

Prepare your **Project Description**. Your written project description should answer the following four questions in order. Please limit your description to **two (2)** pages.

- 1) Project description. What is the particular project you plan to do and what actions/steps will you carry out to do it? Be specific - identify tasks to describe the process.
- 2) Contribution to the community. Describe specifically how this project will benefit the Latino community. What fundamental effect do you propose to have on the Latino community as a result of this project?
- 3) Community involvement. Describe how the Latino community will be involved in the leadership and decision-making process of the project. Does this project collaborate with other related community efforts?
- 4) Collaboration. If your program is a collaborative effort, list all the other organizations involved. The roles of each organization should be briefly explained. A letter from each organization describing its involvement and signed by the organization's executive director must also be attached.
- 5) Evaluation. How will you know that this project is successful? What will be different in the Latino community as a result of your project?

If your organization has been funded by El Fondo in the past, please attach a Progress Report (if your project is unfinished), or a Final Report that includes a project narrative and financial report (if your project is finished and the report is due), or a copy of a Final Report you have previously submitted.



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- Prepare your **Project Budget**. We are interested in having an accurate picture of your funding needs. Use the enclosed form (or your own) to provide accurate revenues and expenses of your project. This is in addition to the overall organization's budget that is part of the Required Documents.

- Assemble *all* of the **Required Documents** listed below. We cannot accept your application without these documents. If you have a Fiscal Agent (see above), they must also submit these documents.
 1. A copy of the organization's most recent letter of exemption from the Internal Revenue Service indicating 501(c)(3) status. A copy of your certificate from the State of Minnesota is not acceptable.
 2. Audit or year-end financial statement of the organization for the most recently completed fiscal year, and the organization's operating budget for the current year.
 3. A list of the members of the governing board, including ethnicity and affiliations (place of employment and/or other relevant community involvement).
 4. Evidence that this application has been reviewed by the governing board of the organization and has received its endorsement. Where possible, a formal board resolution to this effect should be submitted. Otherwise, a brief statement signed by the board chair will be sufficient. If using a fiscal agent, the Fiscal Agent Agreement Form will serve this purpose.

- If necessary, include a completed **Fiscal Agent Agreement** (see section above titled Fiscal Agent).

DEADLINE

- The deadline for submission of your application is: **Monday, June 15, 2009**
- Your application must be *received* by 4:30 p.m. on the deadline date.
- Please mail or deliver your complete application to the address below.
- The committee will review all applications and make decisions in: **July, 2009**

MAILING ADDRESS: El Fondo de Nuestra Comunidad
The Saint Paul Foundation
55 Fifth Street East, #600
St. Paul MN 55101-1797

FOR INFORMATION OR FORMS: Anne Pierre at 651-325-4229 or 1-800-875-6167
Email: ajp@saintpaulfoundation.org
Se Habla Español



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EL FONDO DE NUESTRA COMUNIDAD
2009 Grant Application Form

Is your organization/group a nonprofit with 501(c)(3) status? Yes No

If no, identify the organization acting as your Fiscal Agent? _____

Please refer to the Grant Application for information on Fiscal Agents.

Information About Your Organization / Group

Name of Organization / Group		
Executive Director / Group Leader		
Address		
City	State	Zip
Phone	E-Mail	

Information About Your Project

Name of Project Director (person responsible for this project)		
Address (if different from organization address)		
City	State	Zip
Phone	E-Mail	

Project Title	
Project Starting Date	Project Ending Date
Total Project Budget	Amount Requested (\$10,000 maximum)

Most recent past grant (if any) from El Fondo de Nuestra Comunidad

Project Title	
Grant Tracking Number	Has the Final Report been submitted? <input type="checkbox"/> yes <input type="checkbox"/> no

In submitting this application, the applicant agrees to the following:

- a) The applicant will spend the money solely for the purpose stated in the grant award and will return the unexpended portion of the funds, if any. In addition, the applicant will provide an interim and/or final report, as required.
- b) The applicant realizes that payment of funds will be at the convenience of the Foundation. The Foundation reserves the right to cancel the grant and/or modify previously agreed-upon payments should such actions be deemed necessary by the Foundation.
- c) The applicant understands that the Foundation may review any or all information submitted as part of this request with advisors of the Foundation's choosing, if deemed necessary by the Foundation.
- d) The applicant intends to comply with the terms of the Minnesota Charitable Solicitation Act (MS §309), if applicable.

Signature of Executive Director / Group Leader

Date



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EL FONDO DE NUESTRA COMUNIDAD
2009 Project Budget Form

Directions

- If you have already prepared a project budget that contains this information, please feel free to submit it instead of this form. You may also attach a budget narrative explaining your numbers if necessary.
- List the revenue and expenses as they apply to your project only, not your entire organization. For example, if your organization received one government grant for \$20,000 and you will be using half of it for this specific project, then you should enter \$10,000 in the box.
- If a line item does not apply to your project, place a zero in the amount column.

Revenue - List specifically all sources of revenue for the project and indicate if the status is pending, secured, or to be submitted (if applicable).

Source	Amount	Status (Pending/Secured/To Be Submitted)
Government grants	\$	
Government contracts	\$	
Foundations (if more than one, list out on a separate sheet)	\$	
Corporations (if more than one, list out on a separate sheet)	\$	
United Way or other federated campaign	\$	
Individual contributions	\$	
Fundraising events and products (attach an explanation if applicable)	\$	
Membership income	\$	
In-kind support	\$	
Investment Income	\$	
Earned income	\$	
Other (specify)	\$	
Total Revenue	\$	

Expenses

Item	Amount
Salaries and wages	\$
Insurance benefits and other related taxes	\$
Consultants and professional fees	\$
Travel	\$
Equipment	\$
Supplies	\$
Printing and copying	\$
Telephone and fax	\$
Postage and delivery	\$
Rent and utilities	\$
In-kind expenses	\$
Depreciation	\$
Other (specify)	\$
Total Expenses	\$