

## PAN AFRICAN COMMUNITY ENDOWMENT SPECIAL INITIATIVE GUIDELINES

The Pan African Community Endowment grant-making focuses on efforts around community needs that are most relevant to the broad and diverse Pan African community. We focus on four strategic initiatives which are Health, Housing, Justice and Education. These focus areas allow us to have a broad impact on the Pan African community.

**Below are the guidelines for each initiative:**

### **1. Health**

The health initiative seeks to support organizations and programs that work with the Pan African community on health disparities and health education issues. Collaborative efforts that target specific populations such as youth, elders and other impacted groups. Also, faith-based organizations showing the capacity to successfully enhance health efforts, and organizations that can effectively send messages to the Pan African community through print or broadcast media are encouraged to apply.

### **2. Housing**

Housing is a critical issue for the health and well being of Pan African families and the Twin Cities and other areas of Minnesota continue to face an affordable housing shortage. The Pan African Community Endowment will award grants to support new work or continue ongoing efforts to address housing issues in Pan African communities.

The Pan African Community Endowment is interested in funding groups and organizations to address new or continuing housing efforts in one or a combination of the following areas:

- Affordable housing organizing and advocacy
- De-concentration of the poor
- Effects of predatory and sub prime lending
- Environmental/hazardous chemicals in neighborhoods
- Foreclosures and Renter Displacement
- Home ownership and Home ownership Justice
- Outreach related to affordable housing
- Public housing
- The work of community development organizations (CDCs)
- Financial Education and other housing issues

Grants may be awarded as challenge grants for the strategic planning of an approach or to address housing issues. Grant funds must be used to support a project that most closely supports the housing initiative's priorities listed above. This may include an experienced practitioner with a track record of collaboration or a project that consist of other foundations, lenders, non-profit organizations and/or housing practitioners.

### **3. Disparities in the Justice System**

Focus is on the disproportionate rate of incarceration of the Pan African community members in Minnesota.

Grant funds must be used to support programming that is focused on education and, re-entry into the community and/or policy advocacy. Proposals to develop a strategic plan, or programs to promote awareness, inform, and educate Minnesotans of the issue will be considered.

Collaborations and partnerships of two or more community agencies are strongly encouraged to apply.

### **4. Education**

Focus for this initiative is to primarily benefit charitable organizations that provide educational support services and programs that target at risk high school age African American youth. Proposal for programming that help increase the educational achievement for Pan African youth, and services that demonstrate the ability to improve the graduation rate for Pan African students are also encouraged to apply.

**We are not accepting applications for the Education Initiative with the extended October 9<sup>th</sup> deadline.**

## REQUIRED DOCUMENTS

All applications must include the items listed below. **If you are using a Fiscal Agent, all of the requested documents must also be submitted for that organization.**

- A copy of the organization's most recent **letter of exemption from the Internal Revenue Service** demonstrating that it is an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, and stating whether or not it is a private foundation.
- 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.
- The organization's (a) current year **operating budget**, and (b) current year-to-date income and expense statement.
- A list of the **members of the governing board**, including affiliations (place of employment and/or other relevant community involvement).
- 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. If using a fiscal agent, the Fiscal Agent Agreement Form will serve this purpose.

## PROJECT NARRATIVE

*Please answer the following questions in the order listed in a narrative not to exceed five pages.*

1. **Organization Description:** Please give a description and history of your organization, which includes demographics of your clientele (age, race, gender, social/economic status, etc.), demographics of your board of directors, and how you recruit and maintain clients and staff.
2. **Project Description:** What do you plan to do and how do you plan to do it? Please provide specifics about the activities of the project.
3. **Project Priorities:** Which of the Pan African Community Endowment's Initiatives listed in the guidelines does this project address? How?
4. **Contribution to the Pan African community:** How will the project benefit the Pan African community? List and define activities and demographics (age, race, gender, etc.) of board members and volunteer staff.
5. **Your Vision:** What fundamental changes do you envision will occur in the Pan African community? What goals do you have for the Pan African community?
6. **Evaluation:** How will you know that this project is successful? How will you measure success?

## PROJECT BUDGET

The Pan African Community Endowment is interested in having an accurate picture of your funding needs. Please provide an accurate budget of the project (not the overall organization's budget). Please read all definitions and instructions below before completing your budget. Leave blank the categories that do not apply to your project. Also explain specifically how the Pan African Community Endowment's dollars will be used.

### Expenses

- Personnel: list any payments to individuals, including job functions.
- Supplies: list items and their cost by broad categories.
- Space and equipment: list costs associated with the project.
- Travel: list any travel costs related directly to the project.
- Publicity and promotion: list costs of printing, mailing, etc.
- Other expenses: itemize expenses that do not fit in the above categories.

### Income

- Earned income: list any source of income generated from the project.
- Grants / Contribution: list all sources and status of funding for the project at the time of this application.

**All applications must be in the office by October 9<sup>th</sup> and will be reviewed at the end of October.**

**Please do not submit materials that cannot be readily photocopied (i.e. video tapes, posters, books, etc). Please do not bind or staple materials. If you are submitting pamphlets or brochures, please submit 10 copies.**

Please mail or deliver your proposal to:

**Pan African Community Endowment  
The Saint Paul Foundation  
Attn: Dayonna Knutson  
55 Fifth Street East, Suite 600  
St. Paul, MN 55101-1797**



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**Pan African Community Endowment**  
of Spectrum Trust of The Saint Paul Foundation  
**Grant Application Form**



Please fill out and sign this form and submit it along with the required documentation and project narrative listed on the back of this form.

**NOTE:** Your organization must be recognized by the Internal Revenue Service as a §501(c)(3) nonprofit in order to receive grant funds. **If it is not, you must use a Fiscal Agent who has §501(c)(3) nonprofit status. They will need to complete and return a Fiscal Agent Agreement form.** To obtain this form, please contact Dayonna Knutson at (651) 224-5463.

**Will you be using a Fiscal Agent?**     Yes     No

**If yes, what is the Fiscal Agent organization?** \_\_\_\_\_

***Information about your organization:***

|                             |       |        |
|-----------------------------|-------|--------|
| Legal Name of Organization: |       |        |
| Chief Executive Officer:    |       |        |
| Address:                    |       |        |
| City                        | State | Zip    |
| Phone                       | Fax   | E-Mail |

***Information about your project:***

|  |       |        |
|--|-------|--------|
| Name of Project Director (if different from executive officer) |       |        |
| Address (if different from organization address)               |       |        |
| City   | State | Zip    |
| Phone  | Fax   | E-Mail |

Which initiative is your project addressing? ***(circle only one)***

**Health**

**Housing**

**Justice**

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

**Most recent past grant (if any) from the Pan African Community Endowment**

|                       |   |
|-----------------------|---|
| 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 Chief Executive Officer

\_\_\_\_\_  
Date