**Step #1:** Before you submit a request, please complete the Roseville Area Community Foundation Grant Eligibility Questionnaire to confirm your eligibility. If you have questions, please email us at racf.info@gmail.com before submitting your application.

All applications for funding must include a Grant Eligibility Questionnaire to move forward in the process.

**Step #2:** Application deadlines are posted on the RACF website on the “Apply for a Grant” page. If you have missed the deadline, please submit your materials in advance of RACF’s next funding cycle. Please allow enough time in the process; at least one month before the project, program, or event is scheduled to begin is required.

**Step #3:** Please tell us about your organization:

|  |  |
| --- | --- |
| Date of request: |  |
| Name of your organization: |  |
| Your 501(c)(3) number:  **(not needed for ISD #623)**  Please include a copy of your IRS 501(c)(3) determination letter with your request for funding **(not needed for ISD #623)** |  |
| Address, including city and ZIP code: |  |
| Website address: |  |
|  | |
| Requestor name: |  |
| Requestor title or role: |  |
| Department if applicable: |  |
| Requestor mobile number: |  |
| Requestor email address: |  |
|  | |
| Application must be signed off by either your Executive Director, Board President, or, for ISD #623, your Department Head or Program Director | |
| Application approved by (name): |  |
| Signature (sign electronically by double clicking on the box to the right): |  |
| Title: |  |

**Step #4:** Please tell us about your request for funding:

**Overview:**

Briefly (under 100 words) describe the purpose of your grant. What is the project, program, or event you would like additional funding to implement?

What community need(s) does your project, program, or event address?

What is your project, program, or event goal and timeline (start date and expected completion date)?

How does your project, program, or event benefit people who are living in Roseville, MN, or the geographic boundaries of ISD #623?

(See city of Roseville map at: <https://www.cityofroseville.com/462/Maps>

or ISD #623 map at: <https://www.isd623.org/about-us/district-map>)

**Outcome:**

How will you measure the success of your work?

Ultimately who is responsible for supervising and implementing your project, program, or event? What is their role and background? How will they ensure success?

Describe the rest of the team devoted to your project, program, or event.

How do you plan to promote your project, program, or event to ensure attendance? How much of your budget is devoted to getting the word out?

How many people do you plan to serve with your project, program, or event:

Adults: \_\_\_\_\_\_\_\_\_ Children/Youth: \_\_\_\_\_\_\_\_\_

**Demographics:**

Whom does your organization plan to serve with your project, program, or event? Please check all that apply to your grant request:

|  |  |
| --- | --- |
|  | X |
| Preschool children under 6 years old |  |
| Students Kindergarten – grade six |  |
| Middle school or high school students |  |
| High school students aged 18 - 21 |  |
| Students who are under-resourced |  |
| Newcomers to the United States |  |
| Older adults (60+ years) |  |
| Living with mental health challenges |  |
| Living with physical, behavioral, or cognitive disabilities |  |
| Experiencing housing insecurity |  |
| Low-income |  |
| People of color (BIPOC) |  |
| Males |  |
| Females |  |
| Non-binary |  |
| LGBTQ+2S |  |
| Isolated or at risk of being isolated |  |
| Families |  |
| Other (please describe): |  |

**Budget:**

Please summarize your budget request:

|  |  |
| --- | --- |
| Organization’s total annual budget: |  |
| Total project, program, or event budget: |  |
| Roseville Area Community Foundation amount request: |  |
| Percent of your request compared to total project, program, or event budget: |  |

Show your itemized project, program, or event budget (or attach to email when sending):

Please list other funding sources approached, amounts requested, status of the request and any plans for future funding sources.

What is your contingency plan if all the funds you have applied for are not received?

**Step #5:** Is there anything else you would like us to know?

**Step #6:** Have you submitted a prior grant request for funds from the Roseville Area Community Foundation? Note: only one request approved per calendar year**. If you have received a previous grant, a Grant Report Form must be submitted with your request if you have not already submitted it. A completed Grant Report Form is due two months after completion of your project, program or event.**

**Step #7:** Please describe any relationship or connection to members of the Roseville Area Community Foundation which might be considered a conflict of interest if not declared:

**Step #8:** Submitting your Grant Request:

When submitting your Grant Request, make sure to include the following:

1. A completed RACF Grant Eligibility Questionnaire
2. This completed application form
3. A copy of your IRS 501(c)(3) determination letter **(not needed for ISD #623 applicants)**
4. Your project, program, or event budget, if not already listed above
5. If your request depends on a successful partner relationship with an organization or department within Roseville, include a signed, dated, and descriptive letter of support with contact information from your partner leadership (on partner letterhead)

The Roseville Area Community Foundation requires each organization to send a representative to meet the panel, make a brief presentation and to answer questions (15 minutes maximum). PowerPoint presentations are not necessary and are not encouraged. If you cannot attend, please let us know who will attend in your place. In rare instances, a Zoom meeting may be able to be arranged (or request can be deferred). The foundation adheres to current masking mandates if any are required.

**For additional information or to submit your application by email:**

**Roseville Area Community Foundation**

**Email:** [**racf.info@gmail.com**](mailto:racf.info@gmail.com)

(Applications are required to be submitted by email, no paper copies accepted)