Thank you for taking time to research and apply for an RACF grant.

RACF funding is designed to fund projects, programs, or events that are intended to benefit members of our community and/or build community between and among Roseville community members.

The purpose of this screening assistant is to help you determine if your organization qualifies to apply for an RACF grant. We know your time is valuable and this is the best way for both of our organizations to determine if our foundation is a fit for your project, program, or event.

Name of organization (or project within ISD #623): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please highlight your response in yellow.

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| --- | --- | --- | --- |
| Step #1 | Our organization is located within the geographic boundaries of Roseville, MN or the ISD #623 independent school district.  If not located in this geographic boundary, we serve residents living in the above geographic boundaries. | True – move to step #2 | Not True – RACF does not fund programs outside of Roseville, MN or the ISD #623 school district. |
| Step #2 | Our organization is a 501(c)(3) nonprofit organization as approved by the IRS.  If you have applied for approval, please come back when you have received your 501(c)(3) letter from the IRS.  Please send a copy of your 501(c)(3) IRS determination letter with your application. **(Not needed for ISD #623 applicants.)**  RACF does not accept requests from fiscal agents. | True – move to step #3 | Not True – funding is not available from RACF until you are approved as a 501(c)(3) organization. |
| Step #3 | Our organization is not a government or an organization whose sole purpose is to support a government agency or department.  e.g. “Friends of” organization for a department at any level of government. | True – move to step #4 | Not True – because RACF funding comes from the City of Roseville, MN, the foundation cannot fund other government agencies. |
| Step #4 | Our organization (or program within ISD #623) has not received funding from RACF in the past 12 months.  Example: if your organization received a grant at an RACF meeting in March, you can apply again for the March grant meeting the next year.  Note: an ISD #623 program can apply for multiple grants within 12 months if the grants will serve different populations. | True – move to step #5 | Not True – please reapply 12 months after your last grant award. |
| Step #5 | If our organization has received an RACF grant in the past, we have sent a grant report for the last grant given by RACF, or our grant report is included with our current request for funding. | True (or our organization has never received an RACF grant) – move to step #6 | Not True – please send the grant report with your next grant application. The grant report form is located on the RACF website. |
| Step #6 | Our grant is for project, program, or event expenses that are for the people we are working to serve.  RACF does not typically fund capital improvements to property unless it is strictly intended for the use of residents or participants, e.g., wheelchair ramps, scoreboards, etc., and the site is owned by your organization or partner organization.  RACF typically does not fund general operating expenses. | True – move to step #7 | Not True – RACF does not fund programs that are not directly related to the improvement of your recipients’ lives. |
| Step #7 | Our project, program, or event has not happened yet. (I.e. it will not happen before the date of the grant meeting for which we are applying.) | True – move to step #8 | Not True – RACF does not fund past events, program activities, or deficits of any kind. |
| Step #8 | Our project, program, or event funding request has additional sources of revenue other than RACF. | True – move to step #9 | Not True – RACF rarely funds 100% of any project, program, or event. |
| Step #9 | Our request is less than $5001 for community organizations and less than $2501 for ISD #623. | True – move to step #10 | Not True – RACF typically does not fund amounts over these guidelines. |
| Step #10 | Our request has the approval of either our executive director, board president, or, for ISD #623, the department head or program director. | True – move to step #11 | Not True – a signed acknowledgment of the grant request is required by the responsible head of your organization or program at the time of application. |
| Step #11 | Our grant funds will be spent within 12 months. (If our plans change, we will advise RACF and get approval to extend the grant period or change what we spend RACF funds on.) | True – move to step #12 | Not True – RACF funds projects, programs, or events planned to be completed within 12 months. |
| Step #12 | If our request depends on a successful partner relationship with an organization or department within Roseville, we have a signed, dated, and descriptive letter of support with contact information from our partner leadership (on partner letterhead) attached to our grant request.  E.g. partnership could be within ISD #623, or another nonprofit organization. | True (or we do not depend on a partner to implement our project) – move to step #13 | Not True - once you have a signed letter of support, please resubmit your grant request with the letter and this form. |
| Step #13 | If our organization is planning an event to benefit the larger community, it has these elements:   * A well-thought-out plan with 4-6 months lead time * A rainy-day plan or option * Additional sources of sponsorship and funding * Is accessible for people with mobility, hearing, and sight challenges * Is inclusive of the variety of ethnic and cultural groups/people living in Roseville.   RACF does not fund fundraising events or events created with the sole purpose of soliciting donations. | True (or we are not planning an event) –please complete a grant request.  RACF looks forward to reading about your ideas for improving our community. | Not True – RACF funding is limited, and the foundation cannot fund events without a solid plan for success or that are not welcoming to the broad Roseville, MN community. |

**Thank you for completing this questionnaire. Please submit this questionnaire with your grant request. We will confirm receipt of your request for RACF funding.**