



## United Way of Bemidji Area

*The United Way of Bemidji Area's Venture Grant Program awards special project grants up to \$2,500 to non-profit organizations in the Bemidji area with a 501 (c) (3) designation or government status. Projects that qualify for application should address unmet human service needs and/or be preventative in nature. Both current United Way partner agencies and non-United Way partner agencies may apply.*

### **UNITED WAY'S MISSION:**

*To improve people's lives by mobilizing the caring power of our community.*

### **UNITED WAY'S STATEMENT OF BASIC BELIEFS, VALUES & DIRECTION:**

- All actions of the organization must be without bias.
- Provide funds to agencies that provide human service programs in the Bemidji area within the United Way'.
- To be proactive in addressing unmet human service needs and in addressing ways of preventing social problems.

# VENTURE GRANT GUIDELINES

## Purpose/Expectations

Grants are intended for a one-time, clearly defined, special project that enhances the mission of the recipient human service organization. Venture Grants will not support operating expenses.

## Eligibility Requirements

- Bemidji area (ISD #31) non-profit 501 (c) (3) human service organizations or government status. Both current United Way Partner Agencies and non-United Way Partner Agencies may apply.
- Attainment of goals must be realistic and a plan for quantifying results is required. Venture Grant recipients will need to provide a written Grant Summary Report to the United Way within 30 days of project conclusion or by December 31 of the funding year, whichever is first.

## Grant Deadline and Announcement of Grant Recipients

Venture Grants must be submitted by 5:00 p.m. on December 31 of each year and grants will be announced by March 1 of the following year.

## Grant Cycle

Grants are intended as one-time special project grants; therefore United Way funding is short term. Funds must be expended by the 31<sup>st</sup> of December in the year the grant was awarded.

## Maximum Dollar Amount of Request

Grants will be awarded in requested amounts up to \$2,500. The maximum grant available through United Way Venture Grant Program is \$2,500.

## Restrictions

Athletic teams or events, school activities for which school credit is earned, political activities, proposals to fund prior year's deficits, general operating expenses, previously purchased equipment or programs in progress, and/or for profit organizations.



## UNITED WAY OF BEMIDJI AREA VENTURE GRANT APPLICATION PROCEDURES

United Way  
of Bemidji Area

A COMPLETE APPLICATION INCLUDES **5** PACKETS THAT CONTAIN THE FOLLOWING:

### COVER SHEET

- Use the *attached* cover sheet

### PROJECT BUDGET

### CURRENT BOARD APPROVED LOCAL ORGANIZATION BUDGET

### PROPOSAL (no more than 3 pages):

Your concise proposal must contain the following information clearly identified with headings:

- Brief history and explanation of mission of organization.
- Project description.
- The human service need in the Bemidji area being addressed.
- Geographic area that will benefit from the project.
- Specific target population and estimate of the number of people affected.
- Expected outcomes of this project.
- Evaluation procedure description (the method for measuring expected outcomes.)
- Future funding sources for the project.
- Implementation schedule for the project (specific dates).
- Plan for acknowledging United Way as a funding source.

*The following is the preferred language for press statements: "This project was made possible in part through funding from the United Way of Bemidji Area Venture Grant Program.*

### VERIFICATION OF 501(c)(3) or GOVERNMENT STATUS

Please include a copy of your official 501(c)(3) verification form

**Organizations, as a provision of accepting grant monies, must provide a Grant Summary Report to the Venture Grant Committee demonstrating that the funds were used for their intended purpose. The Grant Summary Report is due within **30 days** of conclusion of project or by December 31<sup>st</sup> of the funding year, whichever is first.**

#### **The Grant Summary Report should include the following:**

- The number of people receiving services as a result of the grant award and a summary of the project outcomes.
- An itemized list of expenditures funded by the grant award, including copies of the receipts.
- Copies of any public advertising associated by the grant award.



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## UNITED WAY OF BEMIDJI AREA VENTURE GRANT APPLICATION COVER SHEET

<b>Date of Application</b>	
<b>Name of Organization</b>	
<b>Mailing Address</b>	
<b>Contact Person, Title</b>	
<b>Phone Number</b>	
<b>E-mail</b>	
<b>Project Title</b>	
<b>Dollar Amount Requested from United Way</b>	
<b>Project Dates</b>	
<b>Total Project Budget Amount</b>	
<b>Annual Agency or Departmental Operating Budget</b>	
<b>Other Sources of Revenue for the Project (Please list confirmed and pending sources)</b>	

***We understand that a Grant Summary Report must be submitted to the United Way within 30 days of the conclusion of the project or by December 31<sup>st</sup> of the funding year, whichever is first.***

**SIGNATURES** (at least two of the following are required)

Contact Person \_\_\_\_\_ Date \_\_\_\_\_

Chief Professional Officer \_\_\_\_\_ Date \_\_\_\_\_

Board President \_\_\_\_\_ Date \_\_\_\_\_