

Eden Prairie Foundation

Grant Application



The Eden Prairie Foundation was organized to advance, support, promote and administer civic, charitable, benevolent, educational and cultural projects for the City and School District 272 of Eden Prairie. Primary consideration will be given to capital projects. Please refer to **Guidelines** before completing form.

Please enclose the following information with this application and label accordingly.

- Appendix A: Current operating budget
- Appendix B: List of Board of Directors, including business affiliation and business address
- Appendix C: IRS form 501(c)(3) tax determination letter

GUIDELINES FOR THE DISTRIBUTION OF EDEN PRAIRIE FOUNDATION GRANTS

The primary purpose of an Eden Prairie Foundation grant is to encourage the development and implementation of non-profit or tax-exempt programs (including city and school district programs) that make Eden Prairie a better place to live and work. To this end, the following criteria will govern the review of request for financial support.

1. All applicants must submit a completed application in order to be considered by the Foundation Distribution Committee.
2. Primary (but not sole) consideration will be given to projects which:
 - Fund capital expenditures
 - Support non-sports related organizations
 - Benefit primarily Eden Prairie residents or employees
 - Include matching or in-kind gifts from other sources
 - Include expenditure breakdowns where applicable
 - Have not been funded in a recent Foundation grant distribution
3. Where the program includes geographical areas other than Eden Prairie, the applicant should provide information within the application about the portion of the program that will address the Eden Prairie community.
4. Independent businesses wishing to apply for a grant must indicate their status as either tax-exempt or non-profit.

The Distribution Committee will review only completed applications and may award the entire amount or only a portion of the sum requested or may choose not to fund the request at this time. At the conclusion of its review, the committee will make a final recommendation to the Foundation Board. The Board will have final authority for grant decisions.

Applicants seeking funding for the **fall of 2008** must submit the grant application on or before **Friday October 31, 2008**. Applications received after the cut-off date will be returned. Decisions will be made the first week of November and applicants will be notified by mail of the Board's decision.

Send applications to:

Eden Prairie Foundation
Attn: Distribution Committee
8080 Mitchell Road
Eden Prairie, MN 55344

Direct questions to:

Dee Iesh
Distribution Chairperson
952-944-3306



PLEASE PRINT OR TYPE. ADDITIONAL SHEETS MAY BE ATTACHED IF NECESSARY.

Date of Application: _____

Organization Legal Name: _____

Program Name: _____

Street: _____

City/State/Zip: _____

Contact Person: _____

Title: _____ Phone: _____

Amount Being Requested: \$ _____

Section I

- A. Describe the project for which funds are being sought: what it is designed to achieve, how this will be accomplished, time period and evaluation procedures (if any) established to measure the success of the project.

Attach (or list) a copy of the budget breakdown for the project described above.

Section II

A. Give a brief description of your organization and its purpose; history of the organization. List your programs/services and a brief description of each.

B. Number of Staff:	<u>Paid</u>	<u>Volunteer</u>
Full-time	_____	_____
Part-time	_____	_____

C. Geographical service area: _____

D. Are there similar or related programs in the same geographic service area? Describe cooperation, if appropriate, and indicate if services are coordinated with those agencies.

E. Number of clients served by your organization (per year) and composition:
Total number: _____ Total number from Eden Prairie: _____

F. Financial Data:

Date of fiscal year: _____ Past fiscal year's operating budget: \$_____

Current year's operating budget: (Appendix A) \$_____

Principal sources of revenue/support and amount (\$) or percentage (%)

	<u>Past Fiscal Year</u>	<u>Current Fiscal Year</u>
Earned Income:	\$_____	\$_____
Government: (List)		
_____	\$_____	\$_____
_____	\$_____	\$_____
United Way:	\$_____	\$_____
Individual Contributions:	\$_____	\$_____
Other: (Please describe)		
_____	\$_____	\$_____
_____	\$_____	\$_____
Foundations/Corporations: (List name and amount)		
_____	\$_____	\$_____
_____	\$_____	\$_____
_____	\$_____	\$_____

H. List additional sources from which funds for this request are being sought. List amount of each request and the status (pending, received or denied).

<u>Name</u>	<u>Amount</u>	<u>Status</u>
_____	\$_____	_____
_____	\$_____	_____
_____	\$_____	_____