



Grant Guidelines and Application

GENERAL INFORMATION

The mission of the grant program of the Perham Area Foundation is to provide financial support on projects which will improve the quality of life in and around the community of Perham, Minnesota. The grant program will assist in the funding of selected activities which promote quality arts, charitable, civic, community development, educational, environmental, and health programs in the Perham area.

The Perham Fund operates under the umbrella of the West Central Initiative. It receives donations from individuals, families, businesses, units of government, and charitable organizations. These funds are invested and managed by the West Central Initiative, and a portion of the investments are made available each year through this grant application process to respond to community needs and aspirations.

APPLICATION INFORMATION

Eligible Organizations:

The proposal must be submitted by an organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code, by a unit of government, or by a public agency. Other types of organizations must apply through an eligible organization willing to take responsibility for the project.

Eligibility Restrictions:

The policies of WCI prohibit making grants directly to individuals. In addition, there are a number of activities which are generally excluded from consideration due to WCI's policies or legal constraints. These include:

- Lobbying or Political Activities
- Projects Related to Religion or Spiritual Development
- Funding of Past Operating Deficits
- Funding of Capital Debt Retirement
- Funding for Endowment Purposes

The Perham Fund's Advisory Committee may also have established specific policies or precedents which could apply in determining eligibility of any particular project.

Length of Funding Commitments:

The Perham Fund will generally make commitments for funding projects for no more than a single year at a time. Programs generally will be limited to receiving funding once per year.

APPLICATION PROCEDURES

Applicants should complete the enclosed application form and submit it with the required attachments to: Perham Area Foundation

Required Attachments:

1. If your organization is a 501(c)(3) non-profit organization, please submit a copy of your letter from the Internal Revenue Service recognizing your 501(c)(3) status.
2. Please attach a list of the governing board members of your organization.
3. If you are requesting more than \$500, please also submit a copy of the enclosed "Project Budget Form."

PERHAM AREA FOUNDATION
Grant Application | Background Information

ORGANIZATION NAME:

ADDRESS:

PHONE:

CITY:

STATE:

ZIP:

CONTACT PERSON:

TITLE:

PROJECT TITLE:

AMOUNT SOUGHT: \$

TOTAL PROJECT COST: \$

PROJECT PERIOD: From:

To:

ORGANIZATION STATUS: 501(c)(3) Non-profit
Unit of Government

Public Agency (Government Created)
other:

PROJECT DESCRIPTION: In the space below or on an attached page, please describe what you expect to accomplish with the requested grant and why you feel it is important for the community of Perham.

CERTIFICATION: I certify that the information contained in this grant application is true and correct to the best of my knowledge and belief, and that I have the authority to apply for the funds requested on behalf of the organization named above.

Signature

Title

Date

PERHAM AREA FOUNDATION
Grant Application | Project Budget Form

ORGANIZATION NAME:

PROJECT TITLE:

PROJECT PERIOD: From: _____ To: _____

EXPENSES	CASH	IN-KIND
Salaries and Benefits		
Travel		
Postage and Printing		
Occupancy (Rent, Utilities, Insurance, etc.)		
Supplies		
Equipment		
Administrative Expenses		
Other (Specify) -----		
Other (Specify) -----		
TOTAL EXPENSES		

INCOME	CASH	IN-KIND
Perham Area Foundation		
Other Grants (attach list)		
Program Income (Fees, etc.)		
Local Contributions		
Other (Specify) -----		
TOTAL INCOME		