

Northwest Minnesota Foundation's Building Better Lives Grant Application

This document is intended for the applicant as a rough draft and preview of the application questions you will see online. Applications must be submitted online through the [NMF Web Portal](#). If you experience any technology issues, please send an email to grants@nwmf.org or call 218-558-5326.

APPLICANT CONTACT INFORMATION

- Applicant Contact First and Last Name
- Contact Affiliation with Organization
- Contact Email Address
- Contact Phone Number
- Secondary Contact First and Last Name
- Secondary Contact Email

ORGANIZATION INFORMATION

- Full Legal Organization Name
- Year Established
- Organization Physical Address
- Organization Mailing Address (if different)
- Organization EIN#
- Can you confirm tax-exempt status? Y/N
- Will you be using a Fiscal Sponsor? Y/N

**If yes, please obtain a Fiscal Sponsorship Agreement and upload to the Attachments section*

WORK/PROJECT/PROGRAM INFORMATION

- Date of Application
- Project or Program Title (not to exceed 10 words)
- Funding Start Date
- Funding End Date
- Total Cost of Project
- Total Amount Requested from NMF
- Select the primary and secondary (if applicable) priority area for which you are applying
 - Strengthening families
 - Mental and/or physical health and wellness
 - Cultivating welcoming communities
 - Economic mobility and workforce development
 - Nonprofit capacity building

Including your organization's primary location, please select any other counties or Tribal Nations that would benefit from this funding

- | | | |
|-------------------------------------|--|--|
| ☐ Beltrami | ☐ Leech Lake Nation | ☐ Polk |
| ☐ Clearwater | ☐ Mahnomen | ☐ Red Lake |
| ☐ Hubbard | ☐ Marshall | ☐ Red Lake Nation |

- | | | |
|--|-------------------------------------|---|
| ☐ Kittson | ☐ Norman | ☐ Roseau |
| ☐ Lake of the Woods | ☐ Pennington | ☐ White Earth Nation |

NARRATIVE QUESTIONS

1. Purpose Statement* (5 points)

Summarize the purpose of this funding in **no more than 3 sentences**.

Begin your statement with, **"The purpose of this grant is to..."**

**Note: if your proposal is awarded this statement may be used in a future NMF press release*

2. Community Context (15 points)

What conditions or barriers in your community have created the need for this project? Who has been most affected, and how does your proposed work aim to respond to or shift those conditions? *(1-2 paragraphs suggested)*

If you have conducted a needs assessment, listening sessions, or gathered input from those connected to the issue, please provide a brief summary.

3. Activities + Partnerships (25 points)

- What are the key activities within the scope of work and how will they be carried out. *(3-5 sentences suggested)*
- Identify the staff or leadership who will guide the project and outline any partnerships that are central to success. *(3-5 sentences suggested)*
- Provide a timeline of major activities. *(3-5 sentences suggested)*

4. Participation + Access (25 points)

What are your strategies for engaging with those most impacted by the conditions identified and what steps will you take to make participation accessible and responsive to the needs of those you intend to serve? *(1-2 paragraphs suggested)*

Examples may include cost, transportation, scheduling, or other considerations.

5. Outcomes + Impact (15 points)

What are the short-term and long-term goals of this project? What lasting improvements do you expect for your organization, community, or participants? *(1-2 paragraphs suggested)*

BUDGET INFORMATION (15 points)

Budget Narrative

Provide a brief narrative describing how the grant funds will be used. *(3-5 sentences suggested)*

- If other funding, in-kind support, or resources are being contributed to this project, please describe them.
- If you anticipate any budget gaps, explain how you plan to address them.
- Share how you will continue this work or sustain its impact after the grant period ends.

Program/Project Budget

Please provide a proposed budget for your request using the [NMF budget template](#) provided in the [Applicant Resource Folder](#).

ATTACHMENTS (SUPPORTING DOCUMENTS)

Please be prepared to submit the following supporting documents along with your application:

- ☐ Signed copy of your organization's W9 ****Required****
- ☐ Documentation of organization's nonprofit status ****Required****
 - For registered 501c3 nonprofits
 - Submit a copy of determination letter issued to your organization by the IRS
 - These are available on the [IRS website](#)
 - Example of a [sample letter](#)
 - For Tribal Governments
 - Submit a copy of the federal recognition letter issued to the tribe by the BIA, **or**
 - Submit a screenshot of your tribe listed on the [Federally Recognized Tribes](#) list, **or**
 - Submit the tribal resolution showing the approval to submit your grant application
 - If your tribe is not listed, please contact your Tribal Leader
 - For Public entities and local government (cities, counties, school districts)
 - A letter on official letterhead confirming the entity is a government agency or public entity, signed by an official, **or**
 - A copy of the state statute that authorizes and defines their creation and powers
 - For schools and colleges: a copy of your report from the [NCES website](#)
- ☐ Budget ****Required****
- ☐ Other funding sources (if any – not required)
- ☐ Letters of Support (if any – not required)
- ☐ Fiscal Sponsorship Agreement (if applicable)

SUBMISSION & AUTHORIZATION

- ☐ I certify that the above information and the statements contained herein or

attached hereto are true and accurate to the best of my knowledge.

Applicant Signature

Today's Date