



MINNESOTA COUNCIL  
ON FOUNDATIONS



## Minnesota Common Grant

### **SECTION I. Standard Profile Questions**

Please complete the following information.

#### **Data About the Organization**

Full Legal Organization Name:

Address: City: State: Zip Code:

Website:

President/Exec. Dir. (Pronouns):

Contact Person (if different) (Pronouns): Title: Phone #: Email:

Year established:

Fiscal year end date: (month and date)

501(c)(3)? Yes/No

170(c)(1)? Yes/No

EIN #:

Are you using a fiscal sponsor? Please provide: their name, address, EIN, and contact information:

*If you are using a fiscal sponsor, we may request additional information.*

#### **Data About the Grant Request**

Request to: Eden Prairie Community Foundation (EPCF)

Date of Application:

Type of support that is being requested: (General operating, Capital, Project/program, Other (describe)):

Dollar amount requested:

Detail outlining how your proposal addresses diversity, equity and inclusion; food insecurity; and/or affordable housing if applicable.\*

\*Please note that priority is given to applicants based on the extent of their alignment with these areas.

## **SECTION II. Narrative Questions**

**Q1. Request Summary** (Please write a concise response. Most people write about 2 – 3 sentences. The maximum response is 400 characters.)

**Q2. About Your Organization** (Please share the most important information about your organization. Most people write about 3 – 5 paragraphs or about 2,000 characters. The maximum response is 3,000 characters or about one page.)

*Note to applicant: Please share information about your organization. Relevant information could include some of the following:*

- *Your organization's mission statement*
- *A brief organizational history*
- *Current programs and recent accomplishments or achievements*
- *Recent major changes to financial and/or organizational circumstances*
- *Current goals including any goals around Diversity, Equity, and Inclusion (DEI)*

**Q3. About Your Community** (Please share the most important information about your community. Most people write about 3 – 5 paragraphs or about 2,000 characters. The maximum response is 3,000 characters or about one page.)

*Note to applicant: Please share information about the community where, or with whom, you do your work. Relevant information could include some of the following:*

- *The community opportunity, challenge, issue or need that your organization works to address*
- *Details about how you work with other organizations, coalitions, or networks*
- *Details about how you listen to/involve constituents, community members, and/or volunteers*

**Q4. About Your Impact** (Please share the most important information about your impact. Most people write about 3 – 5 paragraphs or about 2,000 characters. The maximum response is 3,000 characters or about one page.)

*Note to applicant: Briefly, please explain what success looks like overall, and for any goals stated above. How do you track impact and how do you know you're moving toward it?*

**Q5. About Your Program/Project** (Please share the most important information about your program/project. Most people write about 3 – 5 paragraphs or about 2,000 characters. The maximum response is 3,000 characters or about one page.)

*Note to applicant: Please explain the program/project. It is not necessary to restate information answered above. Relevant information could include some of the following:*

- *What you plan to do (activities) and the timeframe*
- *Why you plan to do it (opportunity, challenge, issue or need)*
- *Who will be impacted (target population, including age, gender, ethnicity, other relevant characteristics)*

### **SECTION III: Data About Demographics**

EPCF would like to track demographics of the grantees organizations and community they support as part of its Strategic Plan. Please provide any available non-confidential information on the demographics (race, ethnicity, gender, age, sexual orientation, religion, ability, etc.) of the organization's program beneficiaries primarily, and secondarily, on staff members and board members.

### **SECTION IV. Attachments**

Please include the following attachments, which are standard to the MN Common Grant Application, as part of your application packet.

- **Board list with affiliations**
- **Organizational fiscal year operating budget** (income and expenses) for the current year (any format will be accepted); budget should document how many FTE, if any, are included in any salary/benefits expenses.
- **Audit or financial review from most recently completed year** showing actual income and expenses. This information should include a balance sheet, a statement of activities (or statement of income and expenses) and functional expenses. Funders may request the most recent Form 990 tax return which may not be publicly available at the time of request.
- **Project budget** (income and expenses), if seeking a project grant, including projected source(s) of income for the grant period.

Please also include the following attachments, which are unique EPCF requests, as part of your application packet.

- A list of **the organization's top 5 funders**, e.g. government, foundation, corporate, etc., with amounts received for prior year and year in which funds are requested. Please report by committed, pending and to be approached.
- A list of **grants received from EPCF** within the last five years