



General Purpose of Foundation

The SJE Foundation is dedicated to improving the quality of life for those in the Detroit Lakes and surrounding communities. We strive to accomplish this with endowments for projects and programs that demonstrate integrity and concern for others through education, personal growth, community development and health improvement.

GRANT MAKING PROCEDURES

Responsibility for Decisions The SJE Foundation Board of Directors commits all grant funds. The Board usually meets quarterly in February, May, August, and November.

Time Required for Decisions The Board welcomes brief preliminary inquiries regarding the Foundation's possible interest in a particular project. Applicants are encouraged to contact Foundation staff for assistance in the development of a project. Ordinarily, formal grant proposals should be submitted to the President of the Foundation at least two weeks prior to the Board meeting. (For example, to have a request considered at the May Board meeting, it should be submitted by mid April). This allows time for the Foundation to distribute copies of the proposal to each Board member prior to the scheduled meeting. If the proposal is highly specialized, or if it requires review by outside consultants, the consideration process may take longer.

Review Process Ordinarily, each proposal is assigned to a member of the Board when it is received by the President of the Foundation. This Board member may seek further discussion with the author of the proposal, and if necessary, may seek other opinions, assistance from consultants, and background information. To reach a final decision, this Board member presents the proposal, along with the results of the related investigation and the assigned Board member's recommendation, to the Board.

GRANT PROPOSALS

All applicants for grants or other funds must be submitted in writing. Plans, which have been worked out thoughtfully and described concisely, are preferred. The basic required information, needed to evaluate every proposal, is summarized below.

All applicants should use the Minnesota Common Grant Application Form located at https://www.mcf.org/sites/default/files/files/pages/mn_commongrant_FINAL.doc

Applicant Information

1. Name and address of tax-exempt organization which will be the recipient of the grant or funds.
2. Requested grant amount.
3. Appropriate evidence of the applicant organization's tax-exempt status, including the following:
 - a. A copy of the organization's current tax-exempt ruling from the Internal Revenue Service to the applicant, or to a parent organization if the applicant is part of a group exemption, recognizing its exempt status under Section 501(c)(3) and its classification under Section 509 (a) of the Internal Revenue Code.
 - b. A current declaration signed by an officer of the applicant organization that it has not received notice of any adverse action by the Internal Revenue Service with respect to its exempt status of its Section 509 (a) classification.

When the Internal Revenue Service determination letters are not available, other evidence of the applicant's exempt status should be submitted. However, the declaration of no adverse Internal Revenue Service action must always be submitted.

4. Information concerning the organization and the officers responsible for carrying out the project including the following:
 - a. The names(s) and qualification of the person(s) who would administer the grant.
 - b. The names and primary professional affiliations of the organization's directors or trustees.
 - c. A brief description of the applicant organization. This should include a summary of its background, purpose, and experience in the area for which funds are requested.
 - d. If available, an audited balance sheet, an income and expense statement and tax return for the organization's previous fiscal year. An estimated statement of income and expense for the organization for the current year is also requested.
5. Position or relationship of the person signing the application for the applicant organization. If the request comes from a department or individual in an organization, the request must also be signed by the administrative head of the organization.

Proposed Project Information

Proposals should be clearly written so that the project and its importance may be readily understood. The following information is needed for every proposal.

1. A clear, concise description of the project, what it may be expected to achieve, and why it is important to undertake.
2. A detailed income and expense budget for the project showing how the requested funds would be spent. This budget must also explain the time frames for spending the money as well as the sources from which the income is expected to come.
3. Information regarding significant financial or inkind support given to the project by the applicant organization.
4. A statement of other possible sources of financial or inkind support, public or private, that have been or will be solicited for support of the project. Include any grants or pledges already received. Specify significant financial or inkind support given to the project by the applicant organization.
5. The methods used to measure effectiveness of the project after the grant funds have been expended.
6. An explanation of how continuation of the project is to be financed (if the project is to be continued after the period for which support has been requested).

When a grant is made, the recipient is expected to accept the terms and conditions specified by the SJE Foundation.

ADMINISTRATIVE PROVISIONS

Notification of the Board Decision The SJE Foundation will send written notice to applicants concerning all Board decisions to approve or deny grant proposals.

Reports to the Foundation The Foundation will require progress reports at least annually stating what has been accomplished by expenditures of the grant funds, along with the appropriate financial reports as to how the funds were spent. Grant funds may be spent only for the purposes granted. Uncommitted funds at the end of the grant period must be returned to the Foundation unless other arrangements have been proposed beforehand and approved formally by the Foundation's Board of Directors. Following the end of the period for which funds were granted, the grantee must provide the Foundation with a final financial accounting for the grant funds and an evaluation and summary of the results obtained.

Because the SJE Foundation has limited resources, it is probable that not all qualified requests will be funded.