



## GRANT GUIDELINES AND APPLICATION

The BIO Legacy Foundation is currently accepting grant proposals that demonstrate a benefit within the Bird Island and Olivia area, specifically related to:

- Education
- Recreation
- Health
- Amenities

All proposals **must** be submitted by a 501(c)(3) organization, a unit of government or by a public agency. Please research your organization's specific tax status prior to application to ensure your organization is eligible. We do require a copy of your letter of determination from the IRS. A nonprofit organization/group that is not organized as a 501(c)(3) **must** apply through a suitable fiscal agent willing to accept responsibility for the project. For more information about fiscal agent relationships, see page 2 of our grant application.

Our granting cycles are held twice per year -- in the spring and fall. Deadlines are April 1 and October 1, with award decisions made and presented the following month. Our grants generally range from \$500 to \$2,500, not to exceed 75 percent of the proposed project, and will be considered for up to 1-year of funding. Award recipients will be required to submit a grant report at the end of the project or one year following the award, whichever comes first.

The BIO Legacy Foundation prefers proposals that are submitted by local applicants, intentional about involving target populations early in the development of the proposed project, innovative and non-duplicative, have clearly-stated goals and measurable outcomes, and show evidence of one or more ways to continue the project beyond Foundation funding.

In general the BIO Legacy Foundation will consider proposals for:

- Capital (land, building renovation, equipment, computer systems)
- Conferences/seminars
- Continuing educational opportunities for professionals
- Exhibitions/trade shows
- Existing programs or projects
- Performances
- Publications
- Program development
- Programs or services mandated by law on a case-by-case basis
- Research
- Scholarships
- Start-up funds (with cash match)

We will NOT consider the following:

- Annual campaigns
- Debt reduction/retirement
- Endowment
- For-profit businesses
- Fundraising
- General purpose/operating support



- Lobbying or political activities
- National fundraising campaigns
- Ongoing, open ended grants
- Staff support
- Ticket sales, raffles, fundraising dinners

If you have questions related to grants, please contact Board President Rob Thurston at 320-523-5324 or [rthurston@thurstoninc.net](mailto:rthurston@thurstoninc.net)



## BIO LEGACY FOUNDATION GRANT APPLICATION

Grant # FY \_\_\_\_\_

### Applicant Information

|   |                |
|---|----------------|
| <b>Name of Organization/Grantee</b>   |                |
| <b>Federal Tax Exempt ID#</b><br>We MUST have this number. If the applicant is not a 501(c)(3) organization, a unit of government or a public agency, this number should be the fiscal agent's number. A fiscal agent is a non-profit entity that agrees to act as the sponsor for an organization that does not have tax-exempt status (see page 2). | Tax ID # _____ |
| <b>Contact Name</b>   |                |
| <b>Title</b>  |                |
| <b>Mailing Address</b>  |                |
| <b>City, State ZIP</b>  |                |
| <b>Phone and Fax</b>  |                |
| <b>Email</b>  |                |
| <b>Website</b>  |                |

### Tax Status (please select appropriate type)

|  |                          |  |  |
|--|--------------------------|--|--|
|  | 501(c)(3) Public Charity |  | Public Agency  |
|  | Unit of Government       |  | Other (please describe and attach appropriate documentation) |



The IRS requires that public charities, like the community foundation, award grants to a suitable entity. If the applicant named above is not a 501(c)(3) public charity or a public entity, a fiscal agent **must** be secured locally to ensure compliance with IRS rules and regulations. A fiscal agent is a non-profit or public entity that agrees to assume ownership of the grant award and the community asset that results from the grant award. For example, the City could be a fiscal agent for a grant related to the annual community celebration.

**Fiscal Host Information (if applicable)**

|                                     |  |
|-------------------------------------|--|
| Name of Organization/Grantee        |  |
| Federal Tax ID # <i>(required)</i>  |  |
| Mailing Address                     |  |
| City, State, Zip                    |  |
| Website                             |  |
| Contact Name with this Organization |  |
| Contact Title                       |  |
| Contact Phone                       |  |
| Contact Email                       |  |
| Signature                           |  |

| Proposal Information  |          |                              |             |
|---|----------|------------------------------|-------------|
| Project Title   |          |                              |             |
| Project Start Date  |          | Project End Date             |             |
| Please provide a brief summary of the request:              |          |                              |             |
|   |          |                              |             |
| Counties served by this project:                            |          |                              |             |
|   |          |                              |             |
| Indicate the projected number to be served by your project: |          |                              |             |
| People  | Agencies | Businesses                   | Communities |
| Amount Requested: \$ _____                                  |          | Total Project Cost: \$ _____ |             |



## Proposal Narrative

Provide a brief narrative that addresses each of the following points. Submit one original and one copy of your proposal. This narrative should be less than two pages and include the following:

- **Organizational History:** Briefly describe your organization. Attach a copy of your IRS Determination Letter or documentation from your fiscal host as outlined on page 2.
- **Program Goals:** What do you hope to accomplish through the project? What is the focus?
- **Methods:** How are you going to accomplish the goals? What combination of activities and strategies have you selected to bring about the desired results? Why did you select this approach?
- **Evaluation:** How will you measure your results/impact?
- **Budget:** Please complete the attached budget on page 4. In addition, provide a budget narrative, detailing the items on the budget page (i.e. a consultant hired for 200 hours at \$75/hour). The more specific you are, the better.

**Please submit your completed application to:** BIO Legacy Foundation  
PO Box 7  
Olivia, MN 56277

## Authorization

*I certify that the information contained in this grant application is true and correct to the best of my knowledge. I have the authority to apply for the dollars requested.*

Name of top paid staff or board chair: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



| Budget   |  |
|--|--|
| <b>A. How much will your total project cost?</b>   |  |
| <b>B. How much are you requesting from the BIO Legacy Foundation?</b>  |  |
| <b>C. How much have you or will you receive from other contributors? (<i>B + C must equal A</i>)</b>                     |  |
| <b>D. Describe how this money and other contributions will be spent (<i>The total of D must equal A</i>)</b>             |  |
| <b>E. How many hours do you estimate that people will spend working on this project?</b>                                 |  |
| <b>F. List any “in-kind” contributions (<i>in-kind contributions are gifts of goods or services instead of cash</i>)</b> |  |