



## BisMan SuperGrant Guidelines for Applicants

The **BisMan Community Foundation** awarded its first SuperGrant in 2018 for \$50,000. The Advisory Committee intends to award at least one SuperGrant in the fall of each year. The amount will be determined each spring before applications are accepted.

Funding is designed to support a broad range of community needs, including arts and culture, social and health services, education, recreation, preservation, and emergency services. Grant funds may be used to start a new project or program, or to enhance an existing program.

### Eligibility Requirements

- 501(c)(3) organizations\* **or**
- Government agencies **or**
- Tribal government agencies **and**
- Located in and providing programs and services in Bismarck and/or Mandan, or surrounding communities in Burleigh and Morton counties.
- Only one application per organization is accepted each year.

\*Churches and religious organizations are eligible to apply, but only for programs or projects that are non-sectarian and non-proselytizing, and that serve a broad segment of the community without regard to religious affiliation (or lack of) (example: food pantry or homeless shelter).

### Ineligible Applicants

- Individuals
- Mini Grant applicants (in the same year)

**For questions about eligibility, please contact Kara Geiger at [kara@ndcf.net](mailto:kara@ndcf.net) or 701-222-8349.** We will accept only one application per qualified organization per year. An organization may apply for the SuperGrant OR a Mini Grant, but not both in the same year.

The BisMan Community Foundation does not accept requests for:

- Individuals
- Previously-incurred debts
- Political campaigns
- Efforts to influence legislation of any governmental body
- General operating expenses
- Projects and programs that proselytize or that are sectarian in nature
- Fundraising activities
- Endowments or re-grant programs

### Application Process and Timeline

Interested applicants are asked to submit a **Letter of Intent** (details below) by the prescribed deadline. The Advisory Committee will review the Letters of Intent relative to applicability to funding parameters, alignment with funding criteria, quality, and project merits. A select number of applicants will be selected

to submit a full proposal and may be asked to participate in a brief presentation/interview with the Advisory Committee.

### **Approximate Timeline**

July 1	Letters of Intent Due
July 20	Select Applicants Receive Invitations for Full Proposals
August 10	Full Proposals Due
September 1	(On or around this date) Finalist interviews with Committee
October 1	(On or around this date) Public announcement of grant recipient

### **Letters of Intent**

All Letters of Intent must be submitted online. Visit [www.BisManCommunityFoundation.org](http://www.BisManCommunityFoundation.org) to get started.

You will be asked to provide the following information:

- Mission statement and brief description of the organization
- Number and type of persons served in the previous year
- Project title/description
- Initial timeline of the project
- Total cost of project – SuperGrant must account for no less than 20% of your total project cost. (Ex: for a \$50,000 SuperGrant, project cost may not exceed \$250,000)
- Unmet Community Need (new or expansion)
- Matching funds (in-kind or cash) or challenge grants that will be used to leverage this grant
- Impact on the community and/or population served
- How the organization collaborates and cooperates with other organizations in our community
- Ability to sustain the project (if applicable) once the grant funds have been expended
- Project budget, including major expenses and (if the project cost significantly exceeds \$50,000) specific sources of funding (grants, donations, fees-for-service, or insurance payments, for example)
- Budget narrative

### **Full Proposal**

If you are invited to submit a full proposal, you will be asked to provide:

- Financial statements, preferably audited, showing actual expenses, including balance sheet, and income/expenses (or most recent I.R.S. Form 990)
- Commitment letters from additional funders (if the project significantly exceeds \$50,000)
- Current **organizational** budget
- Detailed **project** budget
- List of Board members and their affiliations
- Brief description of key agency staff, including those involved in the proposed project

### **Grant Disbursement and Evaluation**

Before grant funding is disbursed, the grantee and the BisMan Community Foundation will execute a grant agreement requiring a final grant evaluation within 1 year of receiving the funds, and intermediate reports, as requested, depending on the project.