

Minnesota Business Finance Corporation Grant Application

INSTRUCTIONS

Please complete the enclosed form or you may download a copy from our internet site <www.mbfc.org>. Please call us at 1-800-593-0123 with any questions about this application. Send the completed application to:

Alexandra Blum
President and CEO
Minnesota Business Finance Corporation
616 Roosevelt Road, Suite 200
St Cloud, MN 56301

DEADLINES

Requests are accepted any time and are awarded the first of January, March, May, July, September and November of each year. Requests must be made with enough lead time for MBFC to make a final decision concerning funding before any costs are incurred. MBFC staff typically contact or visit applicants to discuss their proposals.

**Minnesota Business Finance Corporation
Grant Application**

PART I. BACKGROUND INFORMATION

APPLICANT NAME: _____

ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____ TITLE: _____

PROJECT TITLE: _____

GEOGRAPHIC SERVICE AREA OF PROJECT: _____

PROJECT COST SUMMARY:

TOTAL PROJECT COST: \$ _____

AMOUNT REQUESTED FROM:

MBFC \$ _____

APPLICANT \$ _____

OTHER LOCAL SOURCES \$ _____

OTHER SOURCES: _____ \$ _____

PROJECT PERIOD: From: _____ To: _____

CERTIFICATION: I certify that the information contained in this grant application is true and correct to the best of my knowledge and belief, and that I have the authority to apply for the funds requested:

Signature

Title

Date

PART II. PROJECT BUDGET

PROJECT NAME: _____

PROJECT PERIOD: FROM: _____ TO: _____

| ESTIMATED COSTS ASSOCIATED WITH PROJECT: | CASH | IN-KIND |
|---|-----------------|-----------------|
| Salaries and benefits | \$ _____ | \$ _____ |
| Travel | \$ _____ | \$ _____ |
| Communications(postage,printing, telephone, etc.) | \$ _____ | \$ _____ |
| Occupancy (rent, utilities, etc.) | \$ _____ | \$ _____ |
| Supplies | \$ _____ | \$ _____ |
| Equipment | \$ _____ | \$ _____ |
| Contractual services..... | \$ _____ | \$ _____ |
| Administrative expenses..... | \$ _____ | \$ _____ |
| Other:..... | \$ _____ | \$ _____ |
| Other:..... | \$ _____ | \$ _____ |
| TOTAL COSTS..... | \$ _____ | \$ _____ |

| SOURCES OF FUNDS FOR PROJECT | CASH | IN-KIND |
|-------------------------------------|-----------------|-----------------|
| MBFC..... | \$ _____ | \$ _____ |
| Applicant | \$ _____ | \$ _____ |
| Other local sources..... | \$ _____ | \$ _____ |
| Other:..... | \$ _____ | \$ _____ |
| Other:..... | \$ _____ | \$ _____ |
| TOTAL SOURCES OF FUNDS..... | \$ _____ | \$ _____ |

PART III. PROJECT OBJECTIVES

Please provide us with objectives to help us determine if you accomplish the most important things that you will set out to do with MBFC funding. There should be between 3 and 10 objectives. The objectives should be focused on the specific results that are most important to achieve with this project. Each objective should include a way to measure whether it has been achieved. A specific date should be established for meeting each objective. Please indicate who will make sure each objective is accomplished.

| DESCRIPTION | MEASUREMENT | COMPLETION DATE | RESPONSIBLE PARTIES |
|-------------|-------------|-----------------|---------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

PART IV. NARRATIVE INFORMATION

Please provide a brief narrative that answers the following questions:

PROJECT DESCRIPTION AND NEED

- What is the specific problem or issue your project is designed to address?
- Why is the proposed project needed?

PROJECT PLANNING AND NETWORKING

- What planning process was used to develop this project?
- Who has been involved in the planning process.
 - o Briefly describe their role.
- Who else may have interest in the problem or issue you hope to address?
 - o Were they encouraged to participate in the planning process?
 - o If so, do you know why they did not participate?

FINANCIAL NEED AND RESOURCES

- Why is this grant needed and how will the funds requested from MBFC be used?
- Have any participants in the planning process pledged cash to support this project?
 - o If so, how much and by whom?
- Have non-cash resources been pledged to the project (staff time, space, etc.)?
 - o If so, what has been pledged and by whom?

PART V. ATTACHMENTS

Please attach one copy of the following to your application:

1. A copy of the applicant organization's 501(c) (3) tax exemption letter from the IRS, or, if the applicant is a unit of government, a resolution from its governing body authorizing application for funds.
2. Copies of any letters or agreements documenting:
 - a) Participation of others currently involved with the project, and
 - b) Any commitments of financial support to the project.
3. A list of the names, addresses, and affiliations of the governing body of the applicant and of any other advisory or governing body specific to this project.
4. A copy of the plan which calls for this project.