

Instructions

Thank you for your interest in this Sourcewell program. We want to make this process as easy and seamless as possible, so we have a few recommendations before you begin.

- Download a copy of the document and open it in Adobe Acrobat Reader. This is standard software on most machines; however, if you don't already have this installed on your computer, you can obtain it for free at <https://get.adobe.com/reader/>.

This is **very important** because if you don't use Adobe Reader, but instead complete the document using an internet browser (Internet Explorer, Firefox, Chrome, etc.), you won't be able to save your work, digitally sign the form, or submit electronically.

- Once you have opened the document in Acrobat Reader, immediately 'Save As' from the 'File' menu on the upper left-hand corner. Save often as you work through the document.
- Review your document to ensure everything has been completed. When ready, submit to the Sourcewell contact as indicated.

Please take your time and don't hesitate to reach out if you have questions or concerns. We look forward to working with you!

Community Impact Funds for Local Governments

2022

Eligibility requirements

- The applicant organization must be:
 - A Sourcewell local government member.
 - Located within the Minnesota counties of Cass, Crow Wing, Morrison, Todd, or Wadena¹.
- The proposed project must:
 - Fall within the scope of Sourcewell's enabling statute, Minnesota Statutes § 123A.21, subdivision 7, and serve a public purpose as defined on the attached Public Purpose Checklist.
 - Request funding for no more than one (1) year.
 - Not have received Sourcewell funding for the proposed project for the previous two (2) years.
 - Request a minimum of \$20,000. For funding requests less than this amount, entities may apply for Community Match Funds.
 - Be collaborative and regional in nature, benefiting more than one organization.
 - Be impactful through an idea that seeks efficiencies and solutions (i.e. pilot projects, seed funding, startup funds, shared services, equipment, or programmatic).
 - Not involve:
 - Lobbying, political, or religious activities.
 - Discrimination or illegal activities.
 - Mandated work.
 - Payment for land acquisition or building purchases or development.
- To be considered for funding, a complete Community Impact Funds application must be submitted by **April 27, 2022 and include:**
 - Application information (attached).
 - A signed resolution in support of the project from the governing body of the fiscal host/project manager and from each collaborating organization.

Application instructions

- If you plan to hire staff or consultants to assist with the project, include in your project description (question 3) whether the individuals have been identified, their names, and an explanation of their roles and responsibilities.
- If the project involves the purchase of equipment to be shared regionally, include in your project description (question 3) a detailed description of the process you will use to share the equipment, whether and how the cost of any insurance policies will also be shared, and whether you will charge other entities to participate in the sharing.
- We encourage you to consider one of Sourcewell's awarded suppliers for goods and services. For help with this process, email community@sourcewell-mn.gov.
- Complete the included Public Purpose Checklist to support the statements made in the application.

¹ If the proposed project is a collaborative effort between two or more entities, the application must be submitted by a local government unit that is a Sourcewell member willing and able to act as fiscal host and project manager.

- Attach a resolution in support of the project from each entity's governing body.

Application review process

Step 1: Sourcewell staff and the Community Solutions Advisory Committee will initially review each application to ensure the criteria outlined above have been met. Applications that do not meet the criteria will be eliminated from the review process.

Step 2: Representatives from applicant organizations that pass the initial review will have an opportunity to present their projects to their peers on **Community Impact Funds Review Day**. Representatives from each local government in attendance will then vote for the project(s) they believe merit funding. Award recipients will be announced at the end of the day, but no funds will be awarded or guaranteed until Step 4 is complete and the new fiscal year begins for Sourcewell on July 1, 2022.

Step 3: At the June meeting of the Sourcewell Board of Directors, Sourcewell staff will present the voting results from Community Impact Funds Review Day for approval.

Step 4: Upon approval by the Sourcewell Board of Directors, Sourcewell staff will provide a Community Impact Funds Agreement and further instructions to each award recipient. The funding agreement must be fully executed before funds are issued.

Contact information

For more information about Sourcewell, Community Impact Funds, or this application, please contact community@sourcewell-mn.gov.

To ensure your application is considered complete by our Advisory Committee, submit all application documents in one email to: community@sourcewell-mn.gov or one large envelope via mail to:

Sourcewell Community Solutions
202 12th Street NE
P.O. Box 219
Staples, MN 56479

Community Impact Funds Application 2022

Organization information

Please provide the following information for the entity that will serve as **fiscal host and project manager**.

Entity name:

Physical address:

Mailing address:

Project point of contact name:

Email:

Telephone:

Name of authorized signatory:

Email of authorized signatory:

Please provide the following information for each entity that will collaborate on the project:

Entity name:

Point of contact name:

Email:

Telephone:

Entity name:

Point of contact name:

Email:

Telephone:

Entity name:

Point of contact name:

Email:

Telephone:

Entity name:

Point of contact name:

Email:

Telephone:

Project information

Please provide the following information specific to the proposed project:

1. Project title
2. Amount of Community Impact Funds being requested.
3. A description of the proposed project, including, but not limited to: (a) the population and geographic region to be served; (b) whether and how the project can be replicated to serve other communities in our service area and beyond. (800 word maximum)
4. Provide a 3-sentence summary of your project to be used for marketing and promotion.
5. It is the core purpose of Sourcewell to enrich lives in our five-county community. How does your proposed project promote this core purpose?

6. An explanation of how the project is impactful.
7. A proposed timeline with action steps included. The timeline should start in July 2022 when funding is available and be completed by July 31, 2023, with the final report due August 31, 2023.
8. At least three (3) specific project goals.
9. At least three (3) benchmarks to measure progress toward the goals listed above.

Budget information

10. Complete the table below to explain, **in detail**, the annual costs related to the project and the source of funds proposed to cover that cost. Insert additional lines to identify, **with specificity**, other costs related to the project (i.e.: wages, marketing, consultants). Sourcewell staff may contact you for additional information regarding your budget if more detail is required. **Organizations must not depend on Community Impact Funds for more than one (1) year.**

Revenue Sources (not including in-kind)	
Entity	Amount
1. Sourcewell- Community Impact Funds	\$
2.	
3.	
4.	
Total	\$

Expenditures/Direct Costs (i.e.: wages, marketing, consultants)	Community Impact Funds	Other Sources
1.		
2.		
3.		
4.		
5.		
6.		
Total	\$	\$
Total Project Budget		\$

11. If the project is expected to continue beyond one year, describe how it will be financially sustained.
12. If Community Impact Funds are approved, describe specifically how they will be used to support the project.
13. If your application is only partially funded, will you still move forward with this initiative? If yes, please explain how.

Public Purpose Checklist

1. Will the proposed project promote public health, safety, general welfare, security, prosperity, or the contentment of a community as a body?

- ☐ If No, **STOP**. Public expenditure is not authorized because the project will not further a public purpose.
- ☐ If Yes, identify which of these purposes will be furthered by the project and how, and continue to Step 2.

2. Will the proposed project primarily benefit the public and not private individuals or entities?

- ☐ If No, **STOP**. Public expenditure is not authorized for projects that primarily benefit private individuals or entities unless that benefit is only incidental to the project.
- ☐ If Yes, identify the population that will benefit from the proposed project, and continue to Step 3.

3. If funds are received from Sourcewell, what program and/or services will your entity provide, please check below, and continue to Step 4:

- | | |
|---|--|
| <input type="checkbox"/> administrative services | <input type="checkbox"/> vocational rehabilitation |
| <input type="checkbox"/> curriculum development | <input type="checkbox"/> health, diagnostic, and child development services and centers |
| <input type="checkbox"/> data processing | <input type="checkbox"/> leadership or direction in early childhood and family education |
| <input type="checkbox"/> distance learning and other telecommunication services | <input type="checkbox"/> community services |
| <input type="checkbox"/> evaluation and research | <input type="checkbox"/> shared time programs |
| <input type="checkbox"/> staff development | <input type="checkbox"/> fiscal services and risk management programs, including health insurance programs providing reinsurance or stop loss coverage |
| <input type="checkbox"/> media and technology centers | <input type="checkbox"/> technology planning, training, and support services |
| <input type="checkbox"/> publication and dissemination of materials | <input type="checkbox"/> health and safety services |
| <input type="checkbox"/> pupil personnel services | <input type="checkbox"/> student academic challenges |
| <input type="checkbox"/> planning | <input type="checkbox"/> cooperative purchasing services |
| <input type="checkbox"/> secondary, postsecondary, community, adult, and adult vocational education | |
| <input type="checkbox"/> teaching and learning services, including services for students with special talents and special needs | |
| <input type="checkbox"/> employee personnel services | |

- ☐ If None, **STOP**. Funding cannot be awarded for projects that do not involve the programs and services outlined in the enabling statute.

4. Can the proposed project be implemented in a manner that ensures no conflicts of interest exist or any existing conflicts may be resolved?
- ☐ If No, **STOP**. Public expenditure is not authorized for any project that may involve conflicts of interest.
- ☐ If Yes, identify any conflicts of interest that have been resolved and how, and continue to Step 5.
5. Will the proposed project serve the best interests of Sourcewell and its five-county service area?
- ☐ If No, **STOP**. Public expenditure not authorized when it may conflict with the best interests of the entities involved.
- ☐ If Yes, describe how and continue to Step 6.
6. Is the proposed project permitted under the laws, rules, or policies that govern the applicant entity(ies) and Sourcewell?
- ☐ If No, **STOP**. Public expenditure is not authorized when it may conflict with the laws, rules, or policies that govern the entities involved.
- ☐ If Yes, continue to Step 7.
7. Will Sourcewell and the collaborating entities be able to satisfy all terms, conditions, policies, procedures, and other requirements associated with the proposed project?
- ☐ If No, **STOP**. Public expenditure is not authorized for any project that will prevent the entities involved from complying with any associated requirements.
- ☐ If Yes, continue to Step 8.
8. Will the proposed project be implemented in a manner that ensures no public funds will be used to purchase or make a gift, donation, prize, or payment for dues to participate in a private organization?
- ☐ If No, **STOP**. Public expenditure is not authorized for these activities.
- ☐ If Yes, the proposed project serves a public purpose.

Certification

I certify that the information contained in this application and in any related attachments is true and correct to the best of my knowledge and belief, and that I have the authority to apply for Community Impact Funds in the amount requested.

I further certify that if funding is awarded pursuant to this application, my organization will execute the Community Impact Funds Agreement prior to receiving or expending any funds.

Finally, I certify that no funds awarded as a result of this application will be used to pay costs incurred prior to receipt of the award, or loans or reimbursement to individuals or businesses; or to fund political, religious activities, discriminatory, or illegal activities.

_____ Signature	_____ Signature
_____ Printed Name	_____ Printed Name
_____ Title	_____ Title
_____ Entity	_____ Entity
_____ Date	_____ Date

Add signature blocks as needed to include a signature for each collaborating entity.