

UNITED WAY OF SOUTHWEST MINNESOTA SMALL GRANT DESCRIPTION AND GUIDELINES

Statement of Purpose:

United Way of Southwest Minnesota (UWSWMN) unites people and resources to improve lives and strengthen communities in southwest Minnesota. As part of our grant funding portfolio, UWSWMN has set aside funding for use during each fiscal year (*July 1 through June 30*) to provide small grants to eligible nonprofit organizations in our service area. The intent of the Small Grant Program is to provide a small, one-time grant to support a NEW community project, program or initiative that aligns with the UWSWMN Community Impact Priorities.

About Small Grants:

The Small Grants Program is an outreach of the Community Impact funding process. The available amount of grant dollars each year is subject to change. One-time grants, up to \$5,000 can be awarded to requests that align with at least one of the UWSWMN priority areas and meet all funding guidelines. Deadlines to submit applications are 5:00 p.m. August 31st and January 31st.

Allowable Uses of Funding:

UWSWMN Small Grant Program can be used for new projects such as:

- Program work including planning, training and/or development.
- Organizational capacity building including strategic planning, governance and other types of organizational planning and/or development activities.
- Community and/or human service work that includes volunteer participation.
- Emerging or unmet needs and/or to support innovative solutions to local issues.

Eligibility Requirements:

Programs requesting funding must be run by an organization that:

- Operates as a non-profit 501(c)(3) organization, a public school, a unit of government and/or have a fiscal sponsor that meets one of those requirements.
- Operates under written Articles of Incorporation and By-laws or other written documents or statutes that define the applicant's purposes, membership, management and operation.
- Operates on a non-discriminatory basis in employment, recruitment of volunteers and delivery of services.

Funding Guidelines:

- Small Grants of up to \$5,000 are available for qualified projects.
- One Small Grant is allowed per organization, per fiscal year (*July 1-June 30*).
- Effective program performance, as well as financial responsibility and accountability must be well demonstrated.
- Services must be provided to people living within the UWSWMN service area. This includes the communities in Lincoln, Lyon, Murray, Yellow Medicine and portions of Cottonwood, Lac qui Parle, Nobles and/or Redwood counties of Minnesota.
- Clear alignment with at least one of the UWSWMN Community Impact Priority areas must be demonstrated.

- Funding requests can be submitted to support programs, projects or initiatives that have clear alignment to the Community Impact Priorities and serve people within the UWSWMN service area.
- **Funding will not support capital campaigns or event sponsorship.** Funding requests may be denied without an opportunity to present to the team.
- Funding requests that meet all requirements will be invited to present to a team of community volunteers who will make funding recommendations to the UWSWMN Board of Directors. The amount of any grant will depend upon program requests, funds available and the need as determined by the review volunteers and UWSWMN Board.
- Organizations will receive written notification of the final funding, including committee feedback and/or recommendations.

Operating Guidelines:

- Funds shall be used solely for the granted purpose.
- Funded activities shall commence in a timely manner and expenditures shall cease within one year after receipt of the grant unless an extension is granted by UWSWMN. Funds not expended shall be returned to UWSWMN.
- No funding will be given for any purpose that would jeopardize the tax-exempt status of UWSWMN or the applicant organization.
- Grant recipients shall sign and abide by all requirements of the UWSWMN partnership agreement.
- Grant recipients shall conspicuously acknowledge UWSWMN in all promotional materials, activities and programs funded with UWSWMN grants.
- Grant recipients are asked to share digital pictures and/or copies of news releases with UWSWMN in a timely manner.
- Grant recipients shall communicate with UWSWMN regarding any changes/updates in the funded program.
- Grant recipients shall submit a project performance report and financial statement indicating actual use and the results of Small Grant funds within 30 days of completion of project/program end date. Failure to do so may result in removal from consideration of future grant opportunities.

Contact Information:

For questions about Small Grants and/or the application process, please contact United Way of Southwest Minnesota at unitedway@unitedwayswmn.org.