



## NORTHFIELD AREA FOUNDATION GRANT GUIDELINES

### **The Foundation**

Northfield Area Foundation (NAF) is a permanent endowment created to benefit the people of the greater Northfield area. NAF accepts and administers gifts from many sources to help meet the needs of the community. The endowment itself, along with other endowments for which NAF is responsible, continues to grow and yield earnings each year, and each is managed by Minnesota Community Foundation, a public charity that administers funds for the benefit of organizations and communities throughout Minnesota. Most of the funds do not restrict the types of projects or organizations who may receive a grant; however, we do have one fund designated for beautification projects.

### **Our Core Values**

- We believe that resources go further through collaboration.
- We support creative and innovative solutions when addressing the needs and interests of our area.
- We are an inclusive organization that embraces the Northfield area in all of its diversity.
- We seek to empower stakeholders in building a better Northfield.

### **The Grants**

#### **Our long term strategy:**

***We will seek to build a lasting legacy by concentrating on solutions that build permanent value for NAF, donors and the Northfield area.***

Our grants will pursue solutions to core problems and issues affecting our larger community, not address the consequences or the victims of such problems. We will look at proposals that represent broad and comprehensive options which are consistent with our core values.

In making grants, NAF's Grants Review Committee and Board will be guided by the following general policies and considerations:

- Grants will be made to organizations who will use the funds to benefit the citizens of the Northfield area, defined by the Northfield School District boundaries.
- Grants will be made for projects that create long-term solutions, enhance the overall well-being of our community and generate the biggest multiplier effect.
- Grants are available once a year and are made for one year, with applications received by October 1st and awards made in December.
- Grants are made only to tax-exempt institutions (501(c)(3) or agencies; no grants are made directly to individuals.
- NAF operates without discrimination as to age, race, religion, gender, sexual orientation, handicap, or national origin in the consideration of grant requests.

NAF is particularly interested in funding:

- Programs and activities which preserve and enhance the heritage, the quality of life and well being in the Northfield area.
- Projects which facilitate cooperation and collaboration between and among organizations in the Northfield area.
- Projects which respond to community needs or opportunities and ensure a long-term or permanent impact.
- Projects which encourage volunteerism and involve stakeholders in the implementation of the grant.
- Projects which provide leverage for generating other funds and community resources in the Northfield area, including matching or supplemental funds.
- Beautification projects with special consideration given to sustainable projects which protect and enhance the environment (no funds remain available for 2010).

Once a completed grant application is received, careful consideration is given to each request. The Grants Review Committee reviews the proposal for: demonstrated need, ethical practices, fiscal responsibility, and ability to achieve project goals. The committee forwards its recommendations to the Northfield Area Foundation Board for final approval. Each recommendation is reviewed by the Board in terms of its general eligibility and conformity to the Foundation's guidelines, the available funds, and project feasibility. We operate based on principles of integrity, trust, transparency and accountability.

No grants will be made for the following types of projects unless there are compelling reasons to do so:

- Support for general operating expenses
- Basic municipal services
- Purchasing real estate
- Endowment campaigns
- Previously incurred debt
- Sectarian religious programs
- For profit organizations
- Lobbying

By the end of each grant cycle (end of September) grant recipients will be expected to have reported back to NAF about the use of their award pursuant to NAF's reporting procedures. Unused funds are expected to be returned to NAF if not used by the end of the grant cycle, unless the grant recipient has been given an extension in writing.

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