

Grotto Foundation Application Checklist

A copy of this Application Checklist, when completed, should be submitted to the Grotto Foundation, along with your typed proposal and the required documents. **Be sure to submit one copy of the proposal without bindings or staples so that it can be easily duplicated, and avoid sending pages that have printing on both sides of the paper.** If you must make a choice between using more space or using a smaller font size, please use more space.

A. GENERAL

Explanatory information about the required items listed below can be found on the back of this page.

- 1) Cover letter that introduces your proposal
- 2) Completed Grotto Foundation Grant Application (or a proposal that supplies the same information)
- 3) Applicant's 501(c)(3) letter from the IRS
- 4) Applicant's current registration receipt from the Minnesota Attorney General's Office, Charities Review Section, or, where required by law from the appropriate state or tribal governmental agency
- 5) Documentation for tribally sanctioned projects
- 6) Name of chief administrative officer, program director, primary contact person, and board members
- 7) Statement of Agreement, signed by the administrative officer and by the board chair
- 8) Any additional information you feel Grotto may need to make an informed decision about your application
- 9) This Application Checklist (completed)

B. FINANCIAL

- 1) Most recently audited financial report or Form 990
- 2) Project budget for the previous year (year-end statement/actuals)
- 3) Project budget for the current year
- 4) Project budget for the next year

C. FISCAL AGENT

- 1) If you have a fiscal agent, obtain the required documents from them and include them with your grant application materials:
 - a) Copy of 501(c)(3) letter from IRS
 - b) List of board members
 - c) Statement of Agreements from fiscal agent
 - d) Name of chief administrative officer, and name, address, and phone number of contact person
- 2) Proof from fiscal agent that they will oversee the managerial and financial activities of the project submitted
- 3) Disclosure from fiscal agent of all fees, charges, and contracts that will be billed to the project

Grotto's Grant Deadlines

When submitting your proposal to Grotto, please have your completed application materials to the Grotto offices by one of the following application deadline dates:

Application Deadline

January 15
March 15
July 15
November 15

Review and Board Decision

April
June
October
February

- ◆ If the deadline falls on a weekend or holiday, the following business day is the deadline date.
- ◆ Early submission of your proposal is encouraged.

(continued on back)

Explanation of Checklist

A. GENERAL

- 1) Your cover letter should introduce your organization and proposal, state the amount requested, and make a link between your proposal and the mission, goals, and objectives of the Grotto Foundation.
- 2) You may obtain a copy of the Grotto Foundation Grant Application form on the Internet at www.grottofoundation.org, or by calling (651) 225-0777, ext. 15. Alternatively, you may use the Minnesota Common Grant Application form available at www.mcf.org (click on “Grantseeking in Minnesota”), or by calling the Minnesota Council on Foundations at (612) 338-1989.
- 3) Include the applicant organization’s 501(c)(3) letter from the Internal Revenue Service.
- 4) Include the current registration receipt from the Minnesota Attorney General’s Office (which you receive when you send them your 990/Annual Report each year). Further information about it is available from Cyndi Nelson at (612) 296-6172.
- 5) Include copies of documents that indicate tribal sanctioning of your organization’s project.
- 6) Include name of chief administrative officer, program director, and primary contact person at applicant organization, as well as names of board members and their affiliations.
- 7) A Statement of Agreement—signed by the administrative officer and the board chair—must include:
 - a) A statement endorsing the proposal and agreeing that the organization will assume the full responsibilities involved in the proper fiscal management of and accounting for any grant received, and will make certain that any reports required by Grotto are submitted on time.
 - b) A statement to submit regularly and on time such progress evaluations and financial reports as are requested by Grotto. Grotto requests semi-annual evaluation and financial reports, and may request additional reports if appropriate.
 - c) A statement that no part of the grant from Grotto will be used to support propaganda for or in opposition to legislation, either enacted or proposed, or used for the campaigning for or against any candidate for a public office, or to employ or compensate for such activities. The agency will not use this grant for the purpose of funding what is perceived to be grassroots lobbying under the revised Internal Revenue Code of 1988.

d) A statement that this proposal has been reviewed by the board of directors of the applicant organization or will be reviewed at a board meeting (provide the date of the board meeting).

e) A statement regarding the existence of a governing board that meets regularly. State the size of the board, frequency of meetings, and average numbers attending each meeting. A list of the board members and their affiliations is also required.

- 8) Include other information that would help to give Grotto a more complete picture of your project.
- 9) Include this Application Checklist (completed).

B. FINANCIAL

- 1) Audited financials are documents prepared by auditing companies that show the organization’s fiscal management and use of monies and assets. If you don’t have an audit, submit the IRS Form 990 that you filed in the previous year.
- 2) Include the project budget for the previous year (year-end statement/actuals).
- 3) Include the project budget for the current year.
- 4) Include the project budget for the coming year.

C. FISCAL AGENT

*(if applicant is **not** a 501(c)(3) organization)*

- 1) Include organizational name, address, phone number, and contact name of fiscal agent that oversees managerial and financial activities of the project, plus copy of fiscal agent’s 501(c)(3) letter from the IRS, their current registration receipt from the Minnesota Attorney General’s Office, documentation for tribally sanctioned projects, and information on staff and board members (see A, 3-6, above).
- 2) Include proof from fiscal agent that they will oversee the managerial and financial activities of the project submitted. They must demonstrate that the funds provided to the project will be included in their own financial statements, and that the project will be audited. Fiscal agents must also submit statements demonstrating approval by their governing board of the fiscal agent agreement, and that the funds requested will be used as outlined in the Grant Agreement with Grotto.
- 3) Disclosure from fiscal agent of all fees, charges, and contracts that will be billed to the project. ■

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