

**POHLAD FAMILY FOUNDATION
2014 SMALL CAPITAL GRANT GUIDELINES**

The Pohlada Family Foundation will award a number of Small Capital grants in 2014 to help organizations serve more people and/or be more effective and efficient in implementing their core strategies.

Funds Available. A total of \$500,000 is budgeted for the program. Most grants are expected to range from \$10,000 to \$30,000, although grant requests of up to \$50,000 will be considered.

Eligible Organizations. Eligible organizations must:

- Be located in and provide direct services to a large number of people in the nine-county Twin Cities area
- Be established and operating for at least five consecutive years
- Have **secured at least 75% of the funds** needed for the proposed project
- Have NOT have received any type of capital support from the Foundation in the past five years (2009-2013)
- Comply with the Foundation's general grant guidelines [as listed here](http://pohladfoundation.org/giving/grant-guidelines.html) (<http://pohladfoundation.org/giving/grant-guidelines.html>)

Preference will be given to organizations that have an annual operating budget between \$350,000 and \$5 million, and have limited access to other sources of funds for capital projects.

Eligible Purposes. Small Capital grants may be used to acquire an asset that helps the organization deliver services to its clients.

Limitations. Requests will **not** be considered for:

- More than 25% of the total project cost or any amount over \$50,000, whichever is less
- Endowments, operating reserves, or debt reduction
- Real estate purchases
- General operating needs (e.g. computer hardware, furniture)

Funding Criteria. Applications will be reviewed against the following criteria:

a) The capital project:

- Extent to which the capital request addresses a documented need
- Whether the improvements will increase the capacity, effectiveness, efficiency, quality, and overall success of the organization
- How/when the organization will evaluate the impact of the planned improvements
- Involvement of board members and volunteers in raising the necessary funds
- Feasibility and reasonableness of costs
- Whether the asset is required by regulators (e.g. homeless shelter required to install elevator to be ADA compliant)

b) The organization:

- Leadership

- System for tracking results and using data to improve outcomes
- Overall financial health

Process. The Small Capital application period will open March 3 and the deadline is **May 1, 2014**. Applicants will be notified of funding decisions on or before August 25, 2014. Projects selected for support must be underway by December 31, 2014 and completed no later than June 1, 2015. Only online applications are accepted.

Applications will not be considered complete until the accompanying online Organization Profile is updated and saved. Along with general narrative questions, the following uploads are requested in the Profile:

- List of current Board members, including their affiliations and terms.
- Minutes of board committee meeting(s) in which current fiscal year budget was discussed and approved. If multiple meetings, please combine into a single file.
- Statement of Financial Activity (Income Statement) showing current year-to-date actual revenues and expenses compared to year-to-date budget and a year-end projection.
- Prior year Statement of Financial Activity showing previous year's total actual revenues and expenses compared to approved fiscal year budget.
- Statement of Financial Position (Balance Sheet) showing current position and beginning year position.
- Most recently completed independent financial audit (required of organizations with operating budgets of at least \$750,000).
- Most recent annual report (if available), or a link to the report if accessible online.