



**Minot Area Community Foundation**  
Grant Proposal Checklist

**Grantmaking Mission:** *Through informed leadership and proactive community investments, the Minot Area Community Foundation strives to enhance the quality of life in our community of communities – inspiring those who **live here to give here.***

In order to focus on our mission of being proactive grant makers, we would ask you to please refrain from submitting proposals that request operating dollars for non-sustainable projects; however, we are happy to explore seed-funding opportunities to kick-start a program or one-time project expenses.

**Please mail one (1) copy of your completed proposal to:**

**Minot Area Community Foundation**  
606 Burdick Expressway West – Suite A  
Minot, ND 58701-4218

**In order for your grant proposal to be complete, the following items are required:**

- IRS Determination Letter of Tax-Exempt Status** defined under Section 501(c)(3) of the Internal Revenue Code, Certification of Entity Status if a Public Agency, or documentation indicating that the applicant is a qualified religious organization.
- A Concise Project Narrative:**
  - ✓ Summary of the Applicant Organization;
  - ✓ Description of the Proposed Project;
  - ✓ Project Budget and Organization Budget;
  - ✓ Names of other corporations and/or foundations you are soliciting for funding - including the dollar amount requested and whether funds have been committed, pending, or declined;
  - ✓ Projected Community Impact - including the approximate number of people who will be affected;
  - ✓ Description of how the Proposed Project will meet MACF's Grantmaking Mission.
- Grant Proposal Cover Sheet**  
You may find the Grant Proposal Cover on the Minot Area Community Foundation's website, [www.centerforcommunitygiving.com](http://www.centerforcommunitygiving.com) under the "Receive" tab.

For any questions, please contact Staci Kenney at the Foundation office at (701) 852-0646 or via email at [staci@centerforcommunitygiving.com](mailto:staci@centerforcommunitygiving.com).