

Devils Lake Area Foundation

Grant Applicants must be tax exempt under section 501(c)(3) of the IRC

Types of items that could be funded

Concrete items such as:

- Educational/teaching material such as books and videos
- Equipment for above suggested purposes such as computers, stoves, fridges, warming carts, video carts, shelves, daycare learning toys, kiddie carts, etc.
- Music, musical instruments, music stands, chairs
- Building improvements (to be completed in less then 6 months) – handicap doors, handrails, etc.

Items not funded

- Start-up programs/costs
- Funds to organizations not otherwise self-supporting
- Wages/including guest speakers/training costs for paid staff
- Travel expenses
- Operational expenses
- Projects exceeding 6 months to complete (funds must be used within 6 months)
- Matching funds
- Scholarships to individuals
- Items such as a computer for a group for their bookwork that could possibly be placed in an individual's home and used for personal use
- Rental or leased equipment
- Uniforms
- Items purchased before notification of grant award

Prohibited or restricted purposes

- Lobbying or influencing legislation
- Political campaigns
- Too narrow class of beneficiaries
- Grants to individuals

Area

Primarily within the *Devils Lake Area*. May include activities in adjoining communities or counties, but preference for the *Devils Lake Area*.

Things to consider

The Committee considers what other efforts the organization has done to raise funds for the project.

DEVILS LAKE AREA FOUNDATION

*****IMPORTANT INSTRUCTIONS FOR APPLICANTS - PLEASE READ CAREFULLY***
FAILURE TO COMPLY WILL DISQUALIFY YOUR APPLICATION
APPLICANTS MUST BE TAX EXEMPT UNDER IRC 501(C)(3)**

- 1) ALL PERTINENT INFORMATION **MUST BE ON THE ATTACHED ORIGINAL APPLICATION FORM.** THE DISTRIBUTION COMMITTEE MEMBERS ONLY RECEIVE COPIES OF THE FRONT SIDE OF THE ONE PAGE APPLICATION FORM PRIOR TO THE MEETING.

- 2) ATTACH A **PHOTOCOPY OF THE INTERNAL REVENUE SERVICE LETTER** DETERMINING THE APPLICANT ORGANIZATION TO BE A NON-PROFIT, TAX-EXEMPT ORGANIZATION UNDER **IRC CODE 501(c)(3)** OR AN OFFICIAL LETTER STATING THE ORGANIZATION IS A GOVERNMENT ENTITY. **YOU MUST HAVE A FEDERAL TAX EXEMPT STATUS AND INCLUDE YOUR FEDERAL TAX ID NUMBER.** THE **SECRETARY OF STATE'S CERTIFICATE IS NOT ACCEPTABLE.** IT IS THE APPLICANT'S RESPONSIBILITY TO PROVIDE THIS EACH TIME THEY APPLY.

- 3) ATTACH A **COPY OF YOUR BOARD MEETING MINUTES OR A CURRENT LETTER** INDICATING THAT THE GRANT REQUEST AND THE CONTACT PERSON LISTED ON THE APPLICATION ARE **ENDORSED BY THE GOVERNING BOARD OF THE SPONSORING ORGANIZATION.** THIS NEEDS TO STATE THAT THE PERSON APPLYING HAS THE APPROVAL FROM THE BOARD TO APPLY TO THE DEVILS LAKE AREA FOUNDATION FOR THE SPECIFIC PURPOSE LISTED ON THE GRANT. THIS MUST HAVE A CURRENT DATE. (THIS COULD BE A COPY OF THE MINUTES OF AN OFFICIAL MEETING OR A LETTER FROM A SENIOR OFFICER OF THE ORGANIZATION QUOTING THE ACTION TAKEN)

**ORIGINAL APPLICATION WITH REQUIRED ATTACHMENTS
MUST BE IN OUR OFFICE AT 300 4TH STREET NE
BY 4:30 ON THE LAST BUSINESS DAY OF MAY OR NOVEMBER.**

**INCOMPLETE APPLICATIONS OR APPLICATIONS SUBMITTED WHICH DO
NOT INCLUDE THE ABOVE WILL BE INELIGIBLE. THERE WILL BE NO EXTENSION OF THE DEADLINE FOR
FAILING TO SUBMIT A COMPLETE APPLICATION
WITH THE ABOVE ATTACHMENTS.**

**ANY GRANT RECEIVED MUST BE USED FOR THE SPECIFIC ITEMS IT WAS GRANTED FOR. NATURALLY,
ANY FUNDS NOT USED FOR THE SPECIFIC PURPOSE GRANTED, OR IN THE EVENT THE COSTS WERE
LESS THAN THE REQUESTED AMOUNT, THE REMAINING FUNDS MUST BE RETURNED TO THE DEVILS
LAKE AREA FOUNDATION. FUNDS MAY NOT BE USED FOR ITEMS PURCHASED BEFORE NOTIFICATION
OF THE GRANT AWARD.**

PROOF (RECEIPTS) MUST BE PROVIDED TO US WITHIN SIX MONTHS OF GRANT.

Office use only:
___ Tax Exempt Proof
___ Authorization
___ Original Application

DEVILS LAKE AREA FOUNDATION
BOX 160
DEVILS LAKE, ND 58301
APPLICATION FOR FUNDING

Date Received in Office:

- 1) PROVIDE AN **IRS 501(c) 3 DETERMINATION LETTER OR PROOF OF YOUR FEDERAL TAX-EXEMPT STATUS.**
 - 2) ATTACH CURRENT DATED AUTHORIZATION FROM SPONSORING BOARD SHOWING APPROVAL OF SPECIFIC REQUEST.
 - 3) ALL PERTINENT INFORMATION **MUST BE ON THIS ORIGINAL APPLICATION FORM.**
- * COMPLETE APPLICATION WITH ABOVE ATTACHMENTS MUST BE **IN OUR OFFICE AT 300 4TH STREET NE BY 4:30 ON THE LAST BUSINESS DAY OF MAY OR NOVEMBER - NO EXCEPTIONS**

INCOMPLETE APPLICATIONS OR APPLICATIONS SUBMITTED WHICH DO NOT FOLLOW THE ABOVE GUIDELINES WILL BE INELIGIBLE.

Date _____ Requested Amount _____

APPLICANT _____

SPONSOR ORGANIZATION IF APPLICABLE _____

MAILING ADDRESS _____

CONTACT PERSON _____

PHONE # _____ FEDERAL TAX ID # _____ (Must match name of organization)

Legal Status of Organization (e.g. - 501(c)(3), government agency, etc.)

Purpose of Organization _____

For what **specific** purpose are you requesting funds? **List specific items & amounts below. Attach more detailed information (including pictures if necessary) describing each item so the committee members can make an informed decision.**

_____ \$ _____

_____ \$ _____

_____ \$ _____

How many people will benefit from this project: _____

Any grant received must be used for the purpose it was granted for.
Any money not used for the specific purpose must be returned to the Devils Lake Area Foundation.
Proof of proper use of funds (receipts) must be provided to us within six months of grant. Funds may not be used for items purchased before notification of the grant award.

What other efforts has your organization used to raise money and how much towards the aforementioned project have you raised?

Has your organization applied for grants from other sources for this project and if so, what other sources and how much was received?

Provide additional information that the Distribution Committee may find helpful in considering your application. _____

