

DEVILS LAKE AREA FOUNDATION

Please read carefully

Failure to comply with instructions below will disqualify your application.

- 1) Applicants must be tax exempt under IRC 501(C)(3). 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.
- 2) All pertinent information **must be on the original application form**. The Trustee's Committee members only receive copies of the front side of the one-page application form prior to the meeting. The committee also considers other fundraising efforts your organization has completed toward the project.
- 3) Attach a **copy of a recent official board meeting minutes or a letter from a senior officer of the organization** 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.
- 4) DLAF serves organizations within the Devils Lake Area, but may include organizations in adjoining communities or counties, with preference given to Devils Lake Area.
- 5) Complete applications are due in our office (300 4th St 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 requested. Any funds not used for the specific purpose of the grant 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 DLAF within six months of receipt of grant. *The Committee requests that you make good faith efforts to use local businesses for the purchase of any goods and services made using grant funds.*

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 used on site (not to be removed from building), stoves, fridges, carts, shelves, furniture, etc.
- Food and supplies to assist needy or elderly families
- Music, musical instruments, music stands, chairs
- Building improvements completed in less than 6 months (not general maintenance)

Prohibited or restricted purposes:

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

Items not funded:

- Start-up programs/costs
- Funds to organizations not otherwise self-supporting
- Wages, fees and/or training costs for paid staff or guest speakers
- 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/iPad for a group that could possibly be placed/used in an individual's home
- Rental or leased equipment
- Uniforms/costumes
- Items purchased before notification of grant award