



Community Grant Request Policy

The Eagan Foundation Community Grants Program is intended to support not-for-profit organizations and efforts that help make Eagan the best place to live, learn, work and play. Recipients of grants serve the community in a number of ways that directly benefit the Eagan community. The following outlines the Community Grants Program Grant Request Policy.

The Foundation Board of directors will determine the amount of funds available on an annual basis. The Foundation Board will establish a Community Grants Selection Committee, which will consider and respond to all requests from the community for funds.

Requests for grants must include all information listed below to be considered; incomplete applications will be returned with a request to complete by the application deadline.

Information includes:

- Fully completed Grant Application form
- Funding Request: A complete description of the request, including the amount requested, the purpose for which the funds will be used, the anticipated outcomes should the grant request be filled, and how filling the grant request will or is likely to benefit the Eagan community
- Tax determination letter from IRS, or any other evidence of tax exempt status, such as fiscal agent agreement
- Evidence of registration with Charities Division of Attorney General, if applicable, or evidence of exemption from registration requirement
- Governing body member list, with community based addresses, phones and emails
- Contact person for follow-up inquiries
- Evidence of governing body authority to make application
- Other background information, as needed

The grants must be submitted in the format prescribed in the application.

The following criteria will be used in awarding grants:

- Funds must be used in a way that there is a direct benefit to Eagan community; use of grant dollars within Eagan
- Nonprofit organization, not necessarily formally incorporated if for general community benefit purposes
- Organization does not discriminate on the basis of age, race, color, religion, sexual orientation, disabled veteran status, marital status or national origin.
- Income tax exempt, or fiscal agency relationship with tax exempt
- Established history and credibility of organization or group
- Absence of conflict of interest with Foundation governance and staff
- Within Foundation's annual budget
- Within Foundation's annual grant making priorities



The following organizations or activities are ineligible to receive funding from the Eagan Foundation:

- Individuals
- Political organizations that promote candidates, issues, causes or campaigns.
- Organizations whose primary purpose is to influence legislation.
- Organizations that are considered “for profit.”
- Religious organizations, except for programs designed to serve the community as a whole without regard to religious affiliation.

Applicants agree that the funds that may be awarded as a result of this application may only be used for the purposes indicated.

- If the applicant finds that the funds cannot be used for those purposes for any reason, the applicant is required to return them to the Eagan Foundation; unless they request and receive prior approval from the Grants Committee for an alternative use that meets the Community Grant program criteria.
- Grants Committee will inform the board of their decision

All recipients will be asked to provide two reports.

Formal Report: A formal a status report in Word or PDF nine months following the receipt of funding. Specific items to include:

- Report how the money was used
- Describe the outcomes of the project
- Submit digital photographs for inclusion on Foundation website or other materials

20 Second Cell Phone Video Report: A casual and fun twenty second cell-phone video “report”.

- This should be taken at a peak activity period during the grant. For example quick footage of an event the grant may have funded, a purchase made possible by the grant, a work in progress, finished product, etc.
- Please quickly describe:
 - o Which group you represent and your mission
 - o What grant you received from the Eagan Foundation
 - o How the footage you are sharing relates to the grant

The Eagan Foundation may promote the events of other organizations, including those that apply for community grants. The Eagan Foundation may also invite other organizations to promote the events of the Eagan Foundation, including organizations that apply for community grants. The ability or willingness of any organization to promote the events of the Eagan Foundation shall not play a role in decisions about recipients or amounts of community grants.