

**GREATER PINE AREA ENDOWMENT
(A Component of the Initiative Foundation of Little Falls)**

GRANTMAKING POLICIES AND PROCEDURES

OVERVIEW: The Greater Pine Area Endowment (GPAE) was established to provide financial resources to meet the long-term strategic needs of the greater Pine area (within the physical boundaries of ISD 578), focusing on economic and community development. The GPAE is a component fund of the Initiative Foundation of Little Falls, Minnesota.

FUNDING CATEGORIES:

1. **Economic Development:** The Greater Pine Area Endowment will consider funding projects that lead to quality job creation or high tech employment.
2. **Community Development:** The Greater Pine Area Endowment will consider grants to projects that promote community pride and quality of life through environmental stewardship and community beautification. In addition, the GPAE will consider proposals that positively impact the housing, safety, employment and other needs of the more vulnerable members of the community including youth, the elderly and those who are low-income. Specifically, the GPAE will seriously consider proposals, which aim to lessen human suffering while at the same time building the capacity of people to positively change their life circumstances.

GENERAL GUIDELINES:

1. Grants will normally be made to nonprofit organizations; schools and/or local units of government based within the ISD 578 boundaries, which serve the residents living and/or working within the physical boundaries of ISD 578.
2. The GPAE has the flexibility to fund a specific project of an eligible applicant, provide capital support to eligible applicants, or both. An eligible applicant is one that has received 501(c)3 status from the IRS, or has chosen a fiscal agent with the appropriate tax-exempt status. In addition, an eligible applicant is one that has received no adverse opinion from the IRS concerning its tax-exempt status.
3. Grants will be made only in support of proposals which fit one or more of the above funding categories.
4. The GPAE Advisory Board will periodically review the minimum and maximum grant size.

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NON-ELIGIBLE PROJECTS:

The GPAE will not provide the following:

1. Grants to individuals or private businesses
2. Ongoing operating support
3. Endowments, national or local fund drives, general funds
4. Expenses incurred prior to receipt of the grant award
5. Religious organizations for direct religious activities
6. Political campaigns or lobbying activities
7. Projects in support of ongoing K-12 programs
8. Multiple applications from a single organization at the same time are discouraged.

APPLICATION PROCEDURE:

1. The process begins with the applicant sending a one or two page proposal that briefly outlines a description of the proposed project, the amount of money requested and the organization requesting the funding. The proposal should also include the name, address and phone number of a contact person who can answer questions about the organization and its request. Finally the proposal should indicate if the organization will serve as its own fiscal agent or be using another organization for that purpose.
2. The Grants Committee of the Greater Pine Area Endowment will review Grant requests received before the published deadline date. Applicants will be reviewed and interviewed in a timely manner for the purpose of the Grants Committee forwarding a recommendation to approve or deny to the Advisory Board of the Greater Pine Area Endowment. The Grants Committee may request additional information at any time and may elect to consider a specific proposal during a later grant round if the information requested does not arrive in time.
3. Grant proposals received by the published deadline date will be reviewed for funding, pending recommendation to the Greater Pine Area Endowment Board for approval and ratification by the Initiative Foundation Board of Directors. The Grants Committee is free at any time to request technical assistance from Initiative Foundation staff concerning specific grant requests made to the GPAE. Upon approval or denial by the Initiative Foundation Board, applicants will be notified in writing by the GPAE concerning the status of their grant proposal.
4. Applicants will be informed of the timelines under which their proposal will be reviewed and acted upon.
5. A final narrative report is due within 30 days after the grant period.