

Our Home State Capital and Reserve Grant Program Application Questions

Organization Information

Required fields are denoted by an asterisk ()*

- Application Name*
- Organization's Legal Name*
- Organization Doing Business as Name (if different than legal name)
- Org. Employer Identification Number*
- Organization Address*
- Organization Main Phone Number*
- Organization Website*
- Indicate what percentage of your organization's services benefit the East Metro, West Metro, Greater Minnesota and other locations. (Table format — percentages must add to 100%)*

East Metro	West Metro	Greater Minnesota	Other

- About Your Organization (Please share the most important information about your organization. Most people write about 3–5 paragraphs or about 2,000 characters.)

Note to applicant: Please share information about your organization. Relevant information could include some of the following:

- Your organization's mission statement
- A brief organization history
- Current programs and recent accomplishments or achievements
- Recent major changes to financial and/or organization circumstances
- Current goals including any goals around Diversity, Equity, and Inclusion (DEI)
- Number of organization full-time paid staff*
- Number of organization part-time paid staff*
- Number of organization volunteers*
- List other types of assistance (e.g., Vistas, Interns, AmeriCorps consultants, etc.)
- Organization's current year Budget (Budget must also be uploaded in Section 5 Required Documents)*
- Executive Director Name*
- Executive Director Title*
- Executive Director Email*
- Executive Director Phone*
- If applying with a fiscal sponsor, please provide the organization information for the fiscal sponsor*

Racial Demographic Information

Required fields are denoted by an asterisk ()*

- Who does your organization directly serve? (Choose one: Individuals and/or families or other organizations)*
- If individuals and/or families, do people of color represent a majority of the population served by your organization (through all its projects/programs, initiatives, services, etc.)?*
- If other organizations, do people of color represent a majority of people served by those organizations/entities?
- What is the primary racial/ethnic group served by your organization? (Select one)*

- American Indian/Native Alaskan
- Asian
- Black/African American
- Latino/Hispanic
- Native American/Pacific Islander
- Two or more races/Other
- White
- General Population/No Specific Racial or Ethnic Group
- How many people total serve on your board of directors or equivalent governing body?*
- Of these, how many identify as Black, Indigenous or people of color?*
- How many people serve in your organization's senior level management (including executive director or equivalent position)?*
- Of these, how many identify as Black, Indigenous or people of color?*

Grant Request Details

Required fields are denoted by an asterisk ()*

- Purpose of Grant:
 - Capitalized Services Reserves
 - Operating & Services Reserves
 - Capital Project

PLEASE NOTE: To be eligible for general operating support, at least 50% of the organization's overall programs and services must benefit East Metro and/or Greater Minnesota residents.

- Proposed Grant Start Date*
- Proposed Grant End Date (proposed grant period must be no more than 2 years)*
- Amount Requested (\$50,000 - \$100,000 for 1-2 years)*
- Applicant Contact Name (if different than Executive Director)*
- Applicant Contact Title
- Applicant Contact Email
- Applicant Contact Phone
- Do you have an active grant with the Foundation? (Choose one: Yes or No)
- If yes, then include an update that addresses the extent to which you have achieved proposed grant objectives for the active grant*
- Select one area from the list below that best describes the focus of your grant request.*
 - Affordable Housing
 - Housing Stability

Grant Narrative Questions

Required fields are denoted by an asterisk ()*

- **Overview of Proposed Work & Your Role in Community:** Briefly describe the affordable housing OR housing stability work your organization is proposing. What is your organization's role in housing systems and in community? How does your work increase affordable housing to meet current community needs OR stabilize housing to meet the needs of individuals experiencing homelessness? For affordable housing capital projects, what will be the mix of units related to AMI? For operating reserve requests related to capital expenditure, how many units do you estimate need immediate repair investments? If requesting capitalized services reserves, operating & services reserves, or operating reserves, briefly state your current reserve position (e.g., months of operating expense

covered) and whether your organization has a board-approved reserve policy. (Most people write about 3–5 paragraphs or about 2,000 characters.)*

- **Current & Future Conditions:** What are the key challenges or root causes present in housing systems that you are working to change? Share your analysis of how these conditions create barriers for impacted communities. How does your vision contribute to our North Star of: Minnesota’s housing ecosystem has the power and resources to create an equitable future where all Minnesotans have a stable home they can afford? Describe the outcomes or shifts you hope to see and how your work will help make those conditions possible. (Most people write about 3–5 paragraphs or about 2,000 characters.)*
- **Strategies & Activities:** How will your organization work to increase affordable housing to meet current community needs OR stabilize services to meet the needs of individuals experiencing homelessness? Describe strategies and activities you plan to use. For capital preservation projects, **please provide key project milestones, along with 1-3 outcomes you expect at the conclusion of the work proposed.** (Most people write about 3–5 paragraphs or about 2,000 characters.)*
- **Community Voice:** Who informs, forms and benefits from your work? Describe the communities most impacted by your work, and how their voices shape your strategies. Share how you work with other organizations, coalitions, or public partners to strengthen collective efforts and build toward shared goals. (Most people write about 3–5 paragraphs or about 2,000 characters.)*
- **Financial Health & Organization Capacity:** Describe your organization's capacity to carry out this work over the next five years. What internal strengths or areas of growth should we know about? How does your budget align with your goals, and what resources will you need to sustain this work over time? For reserve requests, describe your organization’s reserve or fund balance policy. For all requests, briefly describe your organization’s financial controls (e.g., audit status, board finance committee oversight). (Most people write about 3–5 paragraphs or about 2,000 characters.)*

Required Documents

Required fields are denoted by an asterisk ()*

The system supports the following uploaded document types that are under 8MB - .doc, .docx, .xlsx, .txt, .html, .pdf, .png, .jpg

- Current Year Operating Budget*
- Capital Budget* (Please include a list of secured and pending support for the capital project and a list of property addresses or property locations)
- Operating Reserve Budget* (Please include a list of properties with addresses, if multi-family include the number of units)
- Year End Income and Expense Budget*
- Year End Balance Sheet*
- Current Board Member List*
- Fiscal Sponsorship Agreement**
- Fiscal Sponsorship Operating Budget**
- Fiscal Sponsor Income and Expense Sheet**
- Fiscal Sponsor Balance Sheet**
- Fiscal Sponsor Board Member List**
- Additional Information (Optional)

*Required documents only if organization has a fiscal sponsor are denoted by (**)*