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## ASIAN PACIFIC ENDOWMENT 2010 Grant Guidelines

### OUR MISSION

*The Asian Pacific Endowment, a permanent philanthropic endowment built by and for Asian Pacific Islanders, empowers communities to improve and enrich the lives of Asian Pacific Islanders in Minnesota.*

The Asian Pacific Endowment is a partner in The Saint Paul Foundation's SpectrumTrust, an initiative to enhance the philanthropic capacity of Minnesota's richly diverse communities of color.

### GRANTMAKING PRIORITIES

The Asian Pacific Endowment is interested in receiving proposals from Asian Pacific Islander groups that use culture to address social issues and give voice to the experiences of our community. We recognize the role that culture plays in building a stronger society and which results in increased participation by API community members in social dialogue. ***We use the term "culture" in its broadest possible sense.***

The Asian Pacific Endowment believes that the **development of community leadership** is essential to the Asian Pacific Islander community's continued growth. If your program or project includes a leadership development component, it will receive high priority in the decision-making process.

Programs and projects that are **inclusive of multiple Asian nations/cultures** will receive priority status.

We are interested in funding projects that take a **creative approach** to addressing issues in the Asian Pacific Islander community.

We also believe that our funds can have the most impact on **small organizations and informal, grass-roots groups**. This is why we have imposed an annual budget limit of \$500,000 on applicant organizations.

Proposals will be accepted from organizations throughout the state of Minnesota. Requests up to \$5,000 will be accepted. The deadline for requests is **Wednesday, June 30, 2010** with decisions made by the end of August of 2010.

### OTHER CONSIDERATIONS

- Projects must be implemented after September of 2010.
- Your organization must demonstrate that the majority of the board of directors is of Asian Pacific heritage. For non-Asian organizations, an Asian Pacific person or persons must direct the program or project.
- Informal grassroots groups with no 501(c)(3) status are encouraged to apply. Such groups must make use of a fiscal agent that has 501(c)(3) status (see Grant Application Directions for more information), and the majority of the steering committee members must be of Asian Pacific heritage.
- Collaborations or partnerships are encouraged to apply.

#### **We do not fund:**

- Organizations with an annual budget above \$500,000
- Ongoing annual operating expenses (rent, salaries, equipment, etc.)
- Political organizations or candidates
- Individuals
- For-profit organizations
- Direct religious activities

**If you have questions or need more information, please contact Carolina Bradpiece at 651-224-5463 or 1-800-875-7167. You can also email us at [asian-pacific-endowment@saintpaulfoundation.org](mailto:asian-pacific-endowment@saintpaulfoundation.org)**

The Asian Pacific Endowment's advisory board will review the grant applications. Each request will be evaluated based on the project's alignment with our priorities, the strength of the proposal, and need of support.



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## ASIAN PACIFIC ENDOWMENT 2010 Grant Application Directions

### IMPORTANT

The Asian Pacific Endowment receives far more applications than it is able to fund. Before you prepare an application, please read the **Grant Guidelines** carefully to make sure that your program is a good fit with our grantmaking priorities. Please note that our grantmaking priorities sometimes change and that the types of projects we have historically supported may not be funded. The Minnesota Common Grant Application Form **will not** be accepted.

Your application will be photocopied for a committee; therefore, please do not submit materials that cannot be photocopied (e.g. video tapes, DVDs, posters, books, etc.). If you are submitting pamphlets, brochures, newspaper articles, etc., please submit 15 copies of each item. Otherwise, submit only one copy of your completed application.

### FISCAL AGENT

In order to receive grant funds from the Asian Pacific Endowment, an organization must be recognized by the Internal Revenue Service as a §501(c)(3) nonprofit. A tax-exempt certificate from the State of Minnesota is not the same.

However, if your organization is not a §501(c)(3) nonprofit, you can apply through an organization that is. This organization is called your Fiscal Agent. Your Fiscal Agent must complete and return a **Fiscal Agent Agreement** form **and** the **Required Documents** listed below. To obtain this form, or if you have any questions, please contact Carolina Bradpiece at the numbers listed below.

### YOUR APPLICATION

A complete application includes **all items** listed below. We have provided check boxes to make it easy for you to ensure your application is complete.

- Please print or type the requested information on the appropriate **Grant Application Form**. Have the person you listed as Executive Director / Group Leader sign and date the form. If you recreate the form on your computer, please include items a) through d) and have the form signed and dated. If you are using a Fiscal Agent, fill out this form with your organization's information, not the Fiscal Agent's.
  
- Prepare your **Project Description**. Your written project description should answer the following seven questions in order. Please limit your Project Description to **three (3)** pages.
  1. Provide brief background information on your organization, including your mission statement.
  2. Describe your need. What is the "problem"?
  3. Describe how your project addresses one or more of our grantmaking priorities areas.
  4. What specific activities will occur?
  5. Provide a timeline for your project.
  6. Please provide background information about the person leading this project (attach a resume if available).
  7. How will you evaluate your project? How will you know you have been successful?



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- Prepare your **Project Budget**. We are interested in having an accurate picture of your funding needs. Use the enclosed form (or your own) to provide accurate revenues and expenses of your project. This is in addition to the overall organization's budget that is part of the required documents.
  
- Assemble *all* of the **Required Documents** listed here. We cannot accept your application without these documents. If you have a Fiscal Agent (see above), they must also submit these documents.
  1. A copy of the organization's most recent letter of exemption from the Internal Revenue Service indicating 501(c)(3) status. A copy of your certificate from the State of Minnesota is not acceptable.
  2. Audit or year-end financial statement of the organization for the most recently completed fiscal year, and the organization's operating budget for the current year.
  3. A list of the members of the governing board, including ethnicity and affiliations (place of employment and/or other relevant community involvement).
  4. Evidence that this application has been reviewed by the governing board of the organization and has received its endorsement. Where possible, a formal board resolution to this effect should be submitted. Otherwise, a brief statement signed by the board chair will be sufficient. If using a fiscal agent, the Fiscal Agent Agreement Form will serve this purpose.
  
- If you are using a Fiscal Agent, include a completed **Fiscal Agent Agreement** (see above) and the Required Documents for the fiscal agent organization.

**DEADLINE**

- The deadline for submission of your application is: **Wednesday, June 30, 2010**
- The committee will make a final decision in: **August, 2010**
- Please mail or deliver your complete application to the address below
- Your application must be *received* by 4:30 p.m. on the deadline date

**MAILING ADDRESS:** Asian Pacific Endowment  
The Saint Paul Foundation  
55 Fifth Street East, #600  
St. Paul MN 55101-1797

**FOR INFORMATION OR FORMS:** Carolina Bradpiece at 651-224-5463 or 1-800-875-8167  
Our email: [asian-pacific-endowment@saintpaulfoundation.org](mailto:asian-pacific-endowment@saintpaulfoundation.org)



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# ASIAN PACIFIC ENDOWMENT 2010 Grant Application Form

Is your organization/group a nonprofit with 501(c)(3) status?     Yes     No

If no, identify the organization acting as your Fiscal Agent? \_\_\_\_\_

Please refer to the Grant Application Directions for information on Fiscal Agents.

### *Information About Your Organization / Group*

Name of Organization / Group		
Executive Director / Group Leader		
Address		
City	State	Zip
Phone	E-Mail	

### *Information About Your Project*

Name of Project Director (person responsible for this project)		
Address (if different from organization address)		
City	State	Zip
Phone	E-Mail	

Project Title	
Project Starting Date	Project Ending Date
Total Project Budget	Amount Requested (\$5,000 maximum)

### *Most recent past grant (if any) from the Asian Pacific Endowment*

Project Title	
Grant Tracking Number	Has the Final Report been submitted? <input type="checkbox"/> yes <input type="checkbox"/> no

### **In submitting this application, the applicant agrees to the following:**

- The applicant will spend the money solely for the purpose stated in the grant award and will return the unexpended portion of the funds, if any. In addition, the applicant will provide an interim and/or final report, as required.
- The applicant realizes that payment of funds will be at the convenience of the Foundation. The Foundation reserves the right to cancel the grant and/or modify previously agreed-upon payments should such actions be deemed necessary by the Foundation.
- The applicant understands that the Foundation may review any or all information submitted as part of this request with advisors of the Foundation's choosing, if deemed necessary by the Foundation.
- The applicant intends to comply with the terms of the Minnesota Charitable Solicitation Act (MS §309), if applicable.

\_\_\_\_\_  
Signature of Executive Director / Group Leader

\_\_\_\_\_  
Date



**Directions**

- If you have already prepared a project budget that contains this information, please feel free to submit it instead of this form. You may also attach a budget narrative explaining your numbers if necessary.
- List your project’s revenue and expenses. For example, if your organization received one government grant for \$20,000 and you will be using half of it for this specific project, then you should enter \$10,000 in the box.
- If a line item does not apply to your project, place a zero in the amount column.

**Revenue** - List specifically all sources of revenue for the project and indicate if the status is pending, secured, or to be submitted (if applicable).

Source	Amount	Status (Pending/Secured/To Be Submitted)
Government grants	\$	
Government contracts	\$	
Foundations (if more than one, list out on a separate sheet)	\$	
Corporations (if more than one, list out on a separate sheet)	\$	
United Way or other federated campaign	\$	
Individual contributions	\$	
Fundraising events and products (attach an explanation if applicable)	\$	
Membership income	\$	
In-kind support	\$	
Investment Income	\$	
Earned income	\$	
Other (specify)	\$	
Total Revenue	\$	

**Expenses**

Item	Amount
Salaries and wages	\$
Insurance benefits and other related taxes	\$
Consultants and professional fees	\$
Travel	\$
Equipment	\$
Supplies	\$
Printing and copying	\$
Telephone and fax	\$
Postage and delivery	\$
Rent and utilities	\$
In-kind expenses	\$
Depreciation	\$
Other (specify)	\$
Total Expenses	\$