



# Seward Community Foundation

*An Affiliate of The Alaska Community Foundation*

## Mini-Grant Guidelines

**Application Period Opens:** Year-round

**Application Deadline:** The 5<sup>th</sup> of every month, with applications reviewed at monthly SCF Advisory Board meetings, **except for the month of March. NO mini-grants will be accepted from February 6<sup>th</sup> through March 5<sup>th</sup>.**

**Grant Award Range:** Up to \$1,000

**Online Application:** [www.grantinterface.com/Home/Logon?urlkey=alaska](http://www.grantinterface.com/Home/Logon?urlkey=alaska)

### Eligibility Criteria

The Seward Community Foundation (SCF), an Affiliate of The Alaska Community Foundation (ACF), seeks applications from qualified, tax exempt 501(c)(3) organizations (or equivalents, such as: Tribal entities, schools, and faith-based organizations) that are based in or serve the communities of Seward and/or Moose Pass. Mini-grants of up to \$1,000 are intended to be a flexible funding opportunity that may support a broad range of community needs throughout the year, including, but not limited to: health and wellness, education, the great outdoors, arts and culture, and community development.

**Ineligible organizations or activities:** Individuals, for-profit, 501(c)(4), 501(c)(6), and non-Alaska based organizations, private or family foundations, state and federal government agencies, and ad hoc groups without a tax exempt legal status are not eligible for competitive grants. Applications for religious indoctrination or other religious activities, endowment building, deficit financing, fundraising, lobbying, electioneering, or activities of political nature will not be considered, nor will proposals for ads, sponsorships, or special events (e.g. fundraisers), and any proposals which discriminate as to race, gender, marital status, sexual preference, age, disability, creed, or ethnicity.

**Exceptions:** In selected cases, projects undertaken by organizations that normally fall outside the above guidelines may be able to receive funding. Examples include faith-based organizations whose proposal impacts the broader community, and units of government whose proposal extends beyond the traditional governmental functions that impact the broader community.

**Fiscal Sponsorship:** Ineligible organizations may be able to receive funding for projects if they seek support from a qualified organization who is willing to provide fiscal sponsorship. Fiscal sponsors must agree to take legal and fiscal responsibility for accepting grant funds from SCF on behalf of the ineligible organization. A letter from the fiscal sponsor must be submitted with the application for the project to be considered. Please review the fiscal sponsor letter template at the end of this document for a full list of requirements.

**Grant applications must be submitted online.** The Seward Community Foundation's Advisory Board reviews mini-grant applications at their monthly meeting and the **deadline to apply is the 5th of every month, except the month of March. NO mini-grants will be accepted from February 6<sup>th</sup> through March 5<sup>th</sup>.**



## Important Notes for Grantees

- **Required Online Grant Agreement:** If awarded, grantees must complete an online grant agreement signifying acceptance of the terms and conditions of the grant prior to the grant award being released.
- **Grant Project/Program Timeline:** Grant projects/programs must be completed within one year of the award date, unless the SCF Advisory Board approves a timeline extension for your awarded project/program. Extensions must be requested prior to the grant report due date.
- **Required Grant Report:** A grant report is due within one year of the grant award date. Grant reports are submitted online. All due dates, grant agreements, and grant reports are found within the online grants system.
- **Overdue Grant Report(s):** If you are a grantee and have any overdue grant reports for previous grant awards from ACF and/or its Affiliate community foundations, you must complete a final grant report for those previous awards before your organization is eligible to be considered for any current or future grant opportunities from ACF and/or its Affiliate community foundations.

## Evaluation Criteria

The SCF Grants Committee is composed of volunteer Advisory Board and other community members. The committee strives to facilitate a competitive process that is fair and transparent, and all eligible applications are reviewed and evaluated using a scoring matrix by each committee member.

Preference will be given to applications which have the potential to impact a broad range of Seward/Moose Pass area residents. Applications should detail measurable and achievable outcomes and demonstrate other sources of support, collaboration, and/or cooperation. Applications should also address the sustainability of the proposed program or project for which funding is desired.

Evaluation criteria include, but are not limited to: the overall merit of the project, the ability of the organization to successfully complete the project, the clarity and measurability of the project's goal, the feasibility of the time frame given for completion of the project, and the number of people served.

## Questions?

Please direct general grant questions to SCF's Program Manager, Alissa Holcomb at [seward@alaskacf.org](mailto:seward@alaskacf.org). Please direct eligibility and technical questions about the online grants system to ACF's Affiliate program staff: [affiliate@alaskacf.org](mailto:affiliate@alaskacf.org) or call 907-334-6700.



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## Fiscal Sponsor Letter Template

[Name of Fiscal Sponsor Organization]

[Address]

[City, ST ZIP Code]

[Date]

[Name of Sponsored Organization]

[Address]

[City, ST ZIP Code]

Seward Community Foundation

PO Box 933

Seward, AK 99664

Dear Seward Community Foundation,

This letter certifies that [Name of Fiscal Sponsor Organization] (the “Sponsor”) has agreed to be the fiscal sponsor for [Name of Sponsored Organization] (the “Applicant”) who submitted a grant application to the Seward Community Foundation, an Affiliate of The Alaska Community Foundation (the “Foundation”), for the “[Name of Project]” project.

By signing this letter, Sponsor agrees to the following:

- Sponsor will take responsibility for accepting and dispersing any grant funds that are awarded to Applicant by the Foundation in support of the aforementioned project.
- By accepting any grant funds on behalf of Applicant, Sponsor certifies that (1) no tangible benefit, goods, or services were provided to anyone connected with Sponsor, and (2) this grant will not be used to satisfy the payment of any pledge or other financial obligation on behalf of the donor(s) per Section 6115 of the IRS Code.
- By cashing any grant checks, Sponsor guarantees the grant funds received will be used solely for the purposes approved by the Foundation.
- Any use of grant funds for purposes other than those specified in the grant application and the terms and conditions of the grant award must have the prior approval of the Foundation.
- The Foundation reserves the right to require the return of grant funds if it deems that Sponsor or Applicant have not complied with the agreed use of funds, or any law or regulation affecting the grantee, grant, or the Foundation.

Sincerely,

[Authorized Representative Signature]

[Authorized Representative Name]

[Authorized Representative Title]