

2019 Grant Application



Instructions:

1. Download pdf of LOFF Application and save to your computer.
2. Open and fill out LOFF Application.
3. Save and email LOFF Application and attachments to marketing@lakewinds.com OR print and mail or hand deliver to the Lakewinds Business Office:
Lakewinds Food Co-op
ATTN: LOFF Committee
6321 Bury Drive Suite 21, Eden Prairie, MN 55346
4. Application deadline is February 1, 2019.

Date of application:

Farm/Organization Information

Name of organization		Legal name, if different		Is your organization an IRS 501(c)(3) not for profit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address			City, State, Zip		
Phone		Web site			
Name of contact person regarding this application		Title		Phone	E-mail

Proposal Information

Please give a 2-3 sentence summary of request:

Project dates (if applicable):

Fiscal year end:

Budget

Dollar amount requested: \$
 Total annual organization budget: \$
 Total project budget: (Including dollars requested) \$

Authorization

Name of owner, top paid staff, or board chair:

Signature:

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Proposal Narrative

The narrative should be no more than 4 pages (cover page brings total pages to 5).

A. Tell us about your farm or organization:

1. How long has your current farm or organization been operating? When did you begin and how has it changed over time? Is your farm a family or multi-generational property or operation?
2. Does your farm or organization have an official mission statement? What are your goals and what is your vision for the short-term and long-term future?
3. What projects are currently in progress, and what have you accomplished in the past that you'd like to tell us about?
4. Who works on your farm, or in your organization? Do you have a Board of Directors? Is your staff full-time, part-time, are they owners? Tell us about who does the day to day work, along with the planning, overseeing, and decision making.

B. Purpose of Grant:

1. Goals
 - a. What are your specific goals for this grant funding?
 - b. Do you foresee any obstacles or difficulties in the year ahead, and if so, how do you see the grant bringing about solutions to these challenges?
2. Project work
 - a. What is the nature and scope of the project? What is the work you'll be engaged in?
 - b. Who will be carrying out the bulk of the work on the project, and what experience and qualifications do they have that you feel will make them and the project successful?
 - c. Do you have a timeline for the project? Is this a multi-year project, and if so, please explain what you plan to accomplish in each year of the project?
 - d. Do you see your project benefitting your community at large, and if so, in what ways?
 - e. How do you envision the sustainable success of the project in 1 year, 5 years, 10 years, and beyond?

C. Evaluation:

How will you evaluate the success of this project? Who will do the evaluation, and how will it be reported?

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Attachments

The following attachments are required:

501c3 organizations only:

1. Most recent 990 tax return
2. Organization budget for current year, including income and expenses
3. Most recent annual report
4. A copy of your current IRS determination letter indicating tax-exempt 501c3 status

For all applicants:

5. Project budget, including income and expenses
6. Additional funding – list names of corporations and foundations from which you are requesting funds, with dollar amounts, indicating which sources are committed and pending
7. Copy of IRS Form W-9
8. Most recent financial statement, showing actual expenses, including a balance sheet and income statement
9. If an employee(s) of Lakewinds Food Co-op is involved with your organization, list name(s) and involvement
10. Letter of recommendation from a farm or agriculture peer, or similar organization
11. Please supply a list of three (3) references that Lakewinds may contact