



# "ENHANCE ALEXANDRIA" GRANT PROGRAM

Our Why: To Make Alexandria the Place You Choose

The City of Alexandria is making a grant funding opportunity available to 501c3 nonprofit organizations and governmental agencies. The focus is to address needs in Alexandria in the area of housing or arts (or projects/programs in areas outside of the two priority areas). Grants of \$5,000 to \$100,000 are available. The priority areas include the following:

## HOUSING

Goal: Increase the inventory of housing in key sectors in the community

### Focus Areas:

AFFORDABLE HOUSING	Initiatives that support creation of new and/or renovated housing units for those with income levels at less than 85% of the median family income
WORKFORCE HOUSING	Initiatives that support creation of new and/or renovated housing units for workers in sectors with significant open positions
HOMELESSNESS	Initiatives that assist individuals and families with finding stable housing

## ARTS

Goal: Promote creation of and access to the arts (visual, performing, etc.) in the community

### Focus Areas:

PUBLIC ART	Projects that provide art in public spaces in the community
ART THAT CONNECTS	Art that creates opportunities for the interaction between community members

## OTHER

Goal: The City welcomes proposals and will consider projects/programs in areas outside of the two priority areas.

### Focus Areas:

MAY INCLUDE (but are not limited to):	<ul style="list-style-type: none"><li>■ Childcare</li><li>■ Senior citizens</li><li>■ Student housing</li></ul>
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## ELIGIBILITY

- Classified as a 501c3 nonprofit or governmental agency
- Located within 20-mile radius of the City of Alexandria
- Work with or provide services for residents of the City of Alexandria
- Agree to abide by federal and state laws related to non-discrimination and charitable organizations
- Have a volunteer Board of Directors or governing board
- Perform an annual audit according to state guidelines and submit an annual audit upon request if available

**PROPOSED PROJECTS OR PROGRAMS MUST:**

- Address a need in the City of Alexandria in the area of housing or arts (or projects/programs in areas outside of the two priority areas)
  - Clearly identify the target population(s) and geographic area to be served
  - Develop and report measurable outcomes
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**INELIGIBLE ORGANIZATIONS & ACTIVITIES:**

- Provide service(s) intended primarily for the benefit of any church or synagogue, or for sectarian religious purposes
  - Provide services are political in nature
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**PRIORITY PROJECTS WILL:**

- Include a source of matching funds
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**GRANT FUNDS MAY BE USED FOR:**

- Supplies, materials and staffing necessary related to proposed project
  - Capital projects
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**TIMELINE:**

▪ January 6, 2023	Letter of Interest due
▪ January 27, 2023	Grant application due
▪ March 1, 2023	Grant award notification date
▪ TBD	Final report/progress report due

# STEPS TO APPLY

## STEP 1: CHECK FOR FIT

Review the eligibility and areas of focus.

## STEP 2: LETTER OF INTEREST

Submit Letter of Interest with your intent to apply for grant funds. Use the form provided to include a short description of your project and other important information. All applicants who submit a Letter of Interest will be invited to submit a Step 3 full grant application.

Step 2 simply informs the committee how many grant applications they will be reviewing, and will not be evaluated as part of your completed grant application in Step 3.

Deadline: January 6, 2023  
Submit via: [enhancealex@alexandriamn.city](mailto:enhancealex@alexandriamn.city)  
Subject: Enhance Alexandria Grant Letter of Interest

## STEP 3: PREPARE YOUR GRANT APPLICATION

Inquiries from Step 2 are invited to submit completed grant application. Complete your grant application and Endorsement Letter and submit it prior to the deadline.

Deadline: January 27, 2023  
Submit via: [enhancealex@alexandriamn.city](mailto:enhancealex@alexandriamn.city)  
Subject: Enhance Alexandria Grant Application

*An in-person interview with the committee and/or the City Council may be requested prior to Step 4.*

## STEP 4: NOTIFICATION

City of Alexandria grant committee will review all grant requests. Recommendations will be presented to the City Council. The final funding approvals will be announced by the City Council. Applicants will receive notification of the results by the date below. Details about submitting a Final Grant Report & Budget Breakdown will be communicated at this time.

Notification Date: March 1, 2023  
Notified via: email

## STEP 5: FEEDBACK

The City of Alexandria staff seeks to provide a simple, straightforward opportunity for nonprofits and governmental agencies to access grant funds. Constructive feedback, both positive and negative, is welcome.

Submit via: [enhancealex@alexandriamn.city](mailto:enhancealex@alexandriamn.city)

# LETTER OF INTEREST

Name of  
Organization:

Contact Person:

Phone Number:

Email:

Check each box if your organization meets these guidelines:

- Classified as a 501c3 nonprofit or governmental agency
- Located within 20-mile radius of the City of Alexandria
- Work with or provide services for residents of the City of Alexandria
- Agree to abide by federal and state laws related to non-discrimination and charitable organizations
- Have a volunteer Board of Directors or governing board
- Perform an annual audit according to state guidelines and submit an annual audit upon request if available

Approximate  
dollar amount  
of request\*:

*\*Requested amount in Step 2 Letter of Interest may differ from requested amount in Step 3 grant application. Grants from \$5,000 to \$100,000 are available.*

Short description of proposal (One paragraph maximum):

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Email Letter of Interest to [enhancealex@alexandriamn.city](mailto:enhancealex@alexandriamn.city) and note "Enhance Alexandria' Grant Letter of Interest" on the subject line by January 6, 2023.



# GRANT APPLICATION OUTLINE

Please provide the following information:

## 1. APPLICANT INFORMATION

- Date of application: \_\_\_\_\_
- Name of Organization: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone number: \_\_\_\_\_
- Website: \_\_\_\_\_
- Legal status of your organization: \_\_\_501c3 or \_\_\_Governmental Agency
- Provide current income (P & L) statements and balance sheet
- Provide a Diversity, Equity, and Inclusion Statement, if available
- Purpose of grant: \_\_\_\_\_
- The time period the grant covers: \_\_\_\_\_
- Contact name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Email: \_\_\_\_\_
- Phone number: \_\_\_\_\_
- Make the following documents available upon request:
  - Copy of Articles of Incorporation
  - Copy of Bylaws
  - Recent Form 990
  - Any additional information as requested by the City of Alexandria

## 2. PROPOSAL SUMMARY (one paragraph maximum)

Provide a summary of the proposed project

Briefly describe:

- Why your organization is requesting this grant
- What results you hope to achieve
- How you will spend the funds
- How the project contributes to your overall mission

Email Endorsement Letter and completed grant application to [enhancealex@alexandriamn.city](mailto:enhancealex@alexandriamn.city) and note "Enhance Alexandria' Grant Application" on the subject line by January 27, 2023.



### 3. **NARRATIVE** (Preferred length not to exceed two pages)

Please include the following information:

- A. Background – Describe the work of your organization, addressing each of the following:
- A brief description of the purpose and history of the organization
  - The organization’s mission and goals
  - Board roster & their affiliations
  - List paid full-time staff and/or paid part-time staff
- B. Funding Request—Please explain the specific project to be funded including:
- Any matching funds obtained
  - A project description, including goals, objectives, timeline for implementation, specific activities to be funded and outcomes expected
  - The population that you plan to serve and how they will benefit from the project
  - Approaches and methods and the activities planned for this grant
  - The names, titles, qualifications and experience of key personnel
  - Any plans for sustaining the project and for long-term sources/strategies for funding upon completion of the proposed grant
  - Other organizations, if any, participating in the activity
  - Evaluation—Please explain your expected results and how you will measure the effectiveness of your activities

### 4. **ATTACHMENTS**

Please attach the following:

- Most recent annual statements (audited if available)
- Current operating budget
- A detailed budget of this project
- A list of other sources of actual and expected funding, including amounts
- A copy of your I.R.S. determination letter indicating tax-exempt status

# ENDORSEMENT LETTER

Please provide us with the following letter on your organization's letterhead:

I, \_\_\_\_\_ the \_\_\_\_\_ of \_\_\_\_\_, have approved the submission of this application.

If we receive a grant, we agree to use the funds as specified in this application. We also agree to allow the City of Alexandria use of the information provided in this request for its publication and news releases, to publicize the City of Alexandria's support of \_\_\_\_\_ and in any other publicity related to the grant. The City of Alexandria has the right to request and utilize our organization's photos related to the grant project for public relations purposes.

Acceptance of this grant also entitles the City of Alexandria to send a representative to one board meeting to present the grant check as requested.

\_\_\_\_\_  
PRINTED NAME & TITLE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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Email Endorsement Letter and completed grant application to [enhancealex@alexandriamn.city](mailto:enhancealex@alexandriamn.city) and note "Enhance Alexandria' Grant Application" on the subject line by January 27, 2023.

