



***Mission Statement: the Shoreview Community Foundation seeks to maintain, enhance and enrich the quality of life in Shoreview, Minnesota by connecting the generosity of people with the evolving needs of the community.***

### **Grant Guidelines**

Grant guidelines and focus areas are reviewed and discussed annually. The Foundation currently considers special project requests on behalf of:

- Arts and cultural organizations
- Recreational places such as parks and trails, as well as places for reflection and relaxation such as open space, wetlands and woodlands
- Community enhancement and leadership development
- Human service organizations
- Historical preservation

Organizations must meet one of the following qualifications:

- Have a IRS 501(c)(3) tax-exemption status
- Be part of a governmental body (e.g., schools and municipalities that serve the people of Shoreview)
- Be part of a religious institution, however, the grant project must be focused on community needs (e.g., food program for people in crisis)

Grants are primarily focused on projects that are located in or serve the City of Shoreview. Programs located close to the Shoreview area may also qualify providing that they can demonstrate how Shoreview citizens are significantly served by their organization. Grants awarded to date have ranged \$1,000 - \$3,000.

The Foundation will only accept one grant proposal from an organization per calendar year.

*Please note: the Shoreview Community Foundation board may give preference to projects that will receive matching funds.*

**The Foundation does not currently review grants on behalf of:**

General operating requests  
Endowments or debt reduction  
Individual requests (e.g., sponsorships, travel expenses, crisis situations, scholarships)  
Religious programs  
Political requests  
Sports teams  
Research requests  
Fund-raising events  
Grants to other organizations so that they, in turn, can redistribute the funds  
Dollars to replace government funding  
Health organizations (e.g., disease, patient care)  
Housing  
Most group sponsorships

**Process**

1. Prepare an electronic 1-2 page letter of inquiry that describes:
  - Your organization
  - The purpose of the grant request
  - Project budget
  - Amount requested
  - Who will benefit from the grant (number of people served if applicable)
  - The organization's geographical focus
2. Submit letter to Marsha Soucheray ([msouch@comcast.net](mailto:msouch@comcast.net)) and send a courtesy copy to Janine Olmscheid ([taolmscheid@comcast.net](mailto:taolmscheid@comcast.net))
3. You will receive an electronic confirmation that your e-mail was received.
4. The Foundation board will review and respond to all letters of inquiry within six weeks after the **March 31 letter of inquiry deadline**. If the committee feels a project may be a strong candidate for a grant, they may request a meeting with the nonprofit and ask the organization to complete its grants application.