



# GRANT APPLICATION

## Quarterly Application Package

Please complete all sections of the application to ensure accuracy and intent.

Dear Applicant,

The Miller Area Foundation was formed in 1994 through a generous initial contribution of \$125,000 by Jim and Nini Hart. Grants are offered on a quarterly basis to bring the funding source and project timelines closer together. The award periods made are in March, June, September, and December. Generally, applicants must be classified as non-profit, nongovernment organizations. An organization is eligible only once during a calendar year.

The funds offered by the Miller Area Foundation represent the earnings from a larger investment held in trust by the S.D. Community Foundation. The larger our investments, the more the Miller Area Community Foundation can give back to the community for projects.

Each grant recipient is expected to provide the foundation with a report of how the funds made their program or project a success. This expectation allows the foundation board the opportunity to determine if the foundation's mission is being met or if changes need to be made in the award process.

Please read the following application carefully and complete all sections.

Thank you for applying,

### ***Miller Area Foundation Board Members***

*Dawn Joy, Sandy Werdel, Dan Coss, Rob Mullaney, Nini Hart,  
Clayton Werdel, Betty Jo Welch, Tiffany A. Hofer & Jaime Russell*

---

*The mission of the Miller Area Foundation is to receive and administer charitable gifts creating a permanent endowment to assist a wide range of programs to qualified non-profit organizations, institutions or agencies to promote the social and economic well-being of the people of Miller and the surrounding communities.*



Please complete all sections of the application  
to ensure accuracy and intent.

---

**SECTION 2:**

**GENERAL INFORMATION:**

Date of Application: \_\_\_\_\_ EIN # (if applicable): \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing  
Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Webste: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Organizations Mission: \_\_\_\_\_

\_\_\_\_\_

**PROJECT INFORMATION:**

Project Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount Requested: \_\_\_\_\_

Total Project Amount: \_\_\_\_\_



**Section 3:**

**(Fill out if your organization received a grant in the past from Miller Area Foundation)**

**Applicant Organization:** \_\_\_\_\_

**Grant Year:** \_\_\_\_\_ **Grant Award Amount:** \_\_\_\_\_

**Number of people served by grant funds:** \_\_\_\_\_

**Project Begin Date:** \_\_\_\_\_ **Project End Date:** \_\_\_\_\_

**Funding partners or volunteers:** \_\_\_\_\_

**Summary of project:**

**Do you have any suggestions for the Miller Area Community Foundation to consider?**

## Expenditure Responsibility Guidelines & Grant Acceptance Agreement

Any grant made to a nonverified organization from a Community Savings Account fund at the South Dakota Community Foundation (SDCF) will be subject to the terms herein this Grant Acceptance Agreement.

Grantee Name: \_\_\_\_\_

Description of project: \_\_\_\_\_

### Expenditure Responsibility Guidelines

1. **Expenditure of Grant Funds:** The funds awarded may be spent only in accordance with the goals and objectives stated in the grant application and as approved by the SDCF. The grantee agrees to repay to SDCF any portion of the grant not used for the originally stated purpose of the grant. The grantee agrees not to use any portion of grant funds for political or lobbying activity.
2. **Ownership of Grant-funded Property:** Equipment or property purchased with grant funds shall be the property of the grantee organization unless the organization should go out of existence. In that case, ownership of the equipment or property shall revert to the SDCF unless ownership is transferred to another nonprofit organization.
3. **Maintenance of Supporting Records:** The grantee is responsible for maintaining adequate supporting records, including a record of all receipts and expenditures relating to the grant.
4. **Separate Account Maintenance:** The grantee is responsible for maintaining separate accounting records for grant funds received from the SDCF. Grant funds shall not be commingled with other noncharitable funds.
5. **Extension or Reversion of Grant Funds:** The grantee will return to the SDCF any funds not spent by the close of the grant period, except in the case of prior written approval from the SDCF for an extension of the grant period for substantive causes.
6. **Review of Grant Activity:** The Grantee will furnish the SDCF with a closing grant evaluation and a detailed statement of expenditures.
7. **Limit of Commitment:** Unless otherwise stipulated in this agreement, the SDCF has no obligation to provide other or additional support to the grantee.
8. **Evaluation and Reporting:** A final evaluation and statement of expenditures must be submitted to the SDCF within 60 DAYS of the date of project completion. Failure to provide timely reporting will result in the grantee being ineligible for future grants unless and until the final evaluation and statement of expenditures is submitted.

Signature – By signing this agreement, grantee promises to abide by the above guidelines.

Authorized Representative Name (print):	Signature:	Date:
Position/Title:	Grantee Organization:	
Office Use: Date received: _____ Approved: Y / N Charitable Purpose: _____		