



Board of County Commissioners Agenda Request

6D
Agenda Item #

Requested Meeting Date: June 14, 2022

Title of Item: Community Grant Program-approval to administer the program

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Mark Jeffers		Department: Administration
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed:
Summary of Issue: <p>Economic Development staff, with collaboration and approval by the Economic Development Committee is establishing the creation and execution of a Community Grant Program.</p> <p>Program Goal: To provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all. This program will positively affect and support planned community projects in Aitkin County.</p> <p>Eligible project examples include:</p> <ul style="list-style-type: none"> • City comprehensive plan creation • City redevelopment efforts • Quality of life projects directly benefiting the community • Community transportation efforts • Public safety 		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve a motion to allow Economic Development Coordinator to administer the Community Grant Program.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.



AITKIN COUNTY COMMUNITY GRANT PROGRAM

Background

Aitkin County has received Federal Fiscal Recovery Funding from the American Rescue Plan Act. The Fiscal Recovery Fund was established to help turn the tide on the pandemic, address its economic fallout and lay the foundation for a strong and equitable recovery.

The Aitkin County Board of Commissioners, have approved \$100,000 to be used to directly impact the Community of Aitkin County by establishing the Aitkin County Community Grant Program.

Program Goal

To provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all. This program will positively affect and support planned community projects in Aitkin County.

Eligible project examples include:

- City comprehensive plan creation
- City redevelopment efforts
- Quality of life projects directly benefiting the community
- Community transportation efforts
- Public safety

Funding Eligibility

501(c)(3) organizations, Tribal entities and government entities are eligible to apply. Additionally, other types of organizations may work with a 501(c)(3) fiscal sponsor to submit an application. Applicants must submit formal paperwork confirming the fiscal sponsor relationship. Not for profit organizations must have a physical location in Aitkin County and provide direct assistance to the residents of Aitkin County. Consideration will also be given to not for profit organizations that can demonstrate the ability to make an impact for individuals or the community.



AITKIN COUNTY COMMUNITY GRANT PROGRAM

All applicants must submit a full application with signatures and agree that by signing and submitting the Aitkin County Community Grant Program application they will be subject to a random audit by Aitkin County for accuracy in expenses, or any other statements or information requested. If it is determined that false or misleading information is provided on the Aitkin County Community Grant Project Application, the organization, Tribal entity or government entity will be required at a minimum to repay Aitkin County the entire grant amount. Aitkin County may invoke any and all legal remedies available.

Grant Award Amounts

Maximum Grant amount is \$20,000.00 and Minimum Grant amount is \$1,000.00, based upon request and eligible expenses. All applications will be reviewed by the Aitkin County Economic Development Committee and recommendations will be forwarded to the Board of Commissioners for approval.

Timeline and Process

Applications will be made available on June 15, 2022. The first review of grant applications is scheduled for June 29, 2022. Grants will continue to be awarded until all funds are expended. Final approval will be subject to approval by the Aitkin County Board.

Grant applications will be available on the Aitkin County website and by request and may be submitted by mail to Aitkin County Government Center, ATTN: Mark Jeffers, 307 2nd Street NW #316, Aitkin, MN 56431 or electronically to mark.jeffers@co.aitkin.mn.us

All applicants will be required to submit a Form W-9, attached, for payment processing.

It is the intent of Aitkin County to award the Aitkin County Community Grant Program as soon as possible.

For any questions or clarifications, please contact Mark Jeffers, Economic Development Coordinator at 218-513-6188, mark.jeffers@co.aitkin.mn.us



Aitkin County reserves the right to reject or modify any application or portions thereof it feels does not meet the guidelines or application process requirements. Applications may be prioritized based on impact.

AITKIN COUNTY COMMUNITY GRANT PROGRAM

Reporting Requirements

Organizations that receive a 2022 Community Grant Program award are required to submit a grant evaluation form at the end of the one-year grant period. Reporting information documents and deadlines will be included in the award letter.



Community Grant Program

- Organization Name:*

- Name of primary contact*

<input type="text"/>	First	<input type="text"/>	Last
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- Title/Role*

- Email*

- Phone*

- Organization Address*

- Type of Organization*

- Org EIN*

Section 1: Project Information

- Funding Priority*

- Current and on-going programs, projects or operations that address greatest needs of the community
- New Programs, projects or operations that address greatest needs of the community



- **Funding Category**

- **Select one**
 - Civic- (City, County, local Government)
 - Public Safety- (safety, law enforcement activities, and criminal justice system)
 - Health or Social Services- (healthcare, counseling and child care)
 - Environment- (infrastructure, green space, etc.)
 - Arts or Culture
- Requested Grant Amount (no more than 25% of total project cost. For example, if the project cost is \$10,000, request should be no more than \$2500.)*

Please enter a number less than or equal to **\$20,000** but greater than \$1000.

- **Total Project Cost/Budget***

- **Project Start Date**

MM / DD / YYYY

- **Project End Date**

MM / DD / YYYY (Please note: project must be fully completed by Dec 31, 2026)

- **Mission Statement of Organization***



Section 2: Narrative Requirements

- **NEED***

Please describe the project including what specific community need/opportunity you have identified in 300 words or less.

0 of 5000 max characters

- **IMPACT***

Describe the desired/projected outcomes of this project and how you will measure these outcomes. Give an overview of who and how many people in Aitkin County will be served with this project. Please complete this in 300 words or less.

0 of 5000 max characters

Section 3: Attachments

Along with your application, please attach one PDF document with: 1) project or program budget, 2) a list of additional funders for project (if applicable).



- Grant Attachments
- This can be emailed to us separately: mark.jeffers@co.aitkin.mn.us
- Will your organization accept a grant if it is partially funded?*
- Yes
- No
-

• **Section 4: Agreement**

• Agreement*

I agree to the Community Grant Program agreement below.

In submitting the application, the applicant agrees to the following:

- Not for profit organizations must have a physical location in Aitkin County and provide direct assistance to the residents of Aitkin County.
- Organizations that receive a 2022 Community Grant Program award are required to submit a grant evaluation form at the end of the one-year grant period. Reporting information documents and deadlines will be included in the award letter.
- The applicant will spend funds solely for the purposes stated in the application. The applicant will refund any unused funds or those that are used outside of those purposes.
- The applicant will submit a full application with signatures and agree that by signing and submitting the Aitkin County Community Grant Program application they will be subject to a random audit by Aitkin County for accuracy in expenses, or any other statements or information requested. If it is determined that false or misleading information is provided on the Aitkin County Community Grant Project Application, the organization, Tribal entity or government entity will be required to repay Aitkin County the entire grant amount.
- The applicant understands that by submitting this application to Aitkin County for review, a grant is not guaranteed.
- The applicant will recognize Aitkin County in all appropriate publicity connected to the awarded project with use of our name and logo.



SUPPORTING DOCUMENTS SHOULD INCLUDE:

- Resolution approving submission of this application

I certify that the information contained herein is true and accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the applicant.

Authorized Signature	Title	Date



MODEL RESOLUTION FORM

(Print or type your resolution on your organization's letterhead or on a separate sheet of paper)

To: Aitkin County Board of Commissioners

From: (Legal Name of Organization)

WHEREAS, the (Legal Name of Organization/Corporation) (hereafter the "Applicant" is a non-profit corporation organized/operating under the laws of the State of Minnesota; and

WHEREAS, the Applicant has a need for a grant to (briefly describe the program/event for which the grant funds will be used, in 20 words or less) (hereafter called "the Project"); and,

WHEREAS, the Applicant has determined that it will need a Community Grant for \$ _____ (insert amount of the grant for which you are applying) in order to do the program; and,

NOW, THEREFORE BE IT RESOLVED that the Applicant organization hereby authorizes and approves making application to Aitkin County for a grant for (insert the amount of money being requested) to provide funds to do the program/event.

BE IT FURTHER RESOLVED that the Applicant (insert the titles of the officer(s) or administrative official(s) who are authorized to act on behalf of the organization - for example, the President or Secretary or Township clerk, etc.) is/are hereby authorized and directed to sign and submit an application for the said grant monies and all applicable contracts, documents and agreements associated with the grant or application for it.

ADOPTED: _____, 2022 By: _____

Its: _____

(President or other Chief Corporate Officer)

I, the undersigned Secretary of the Applicant organization, hereby certify that the above Resolution is a true copy of the Resolution duly passed, adopted and approved by the (insert the full name of the organization here) on the (insert the date on which the Resolution was adopted by the organization), .

By: _____

Its Secretary