



**Miller-Dwan
Foundation**

Application Procedure

A preliminary inquiry concerning a request should be made prior to submitting a full application. This initial request for consideration may be in the form of a brief letter or e-mail describing your project, a phone call, or an appointment with a staff member. All inquiries will be reviewed for adherence to general policies and for consistency with the mission of the Foundation. If the above criteria are met, a formal application will be requested and should be submitted on the Foundation's application forms. Request for a formal application does not guarantee that a proposal will receive funding.

Grants will be received and reviewed according to the following schedule:

- **March 1st for review in April**
- **July 1st for review in August**
- **October 1st for review in November**

Grant applications submitted after the stated deadline will be deferred to the following grant round.

All grant applications submitted within the established time period will be reviewed and acted upon during that time period. However, the Board of Directors may extend deliberations if they need additional information or clarification. Notification of decisions will be made within 15 days following a grant review.

The Foundation will not fund projects retroactively. Projects that occur prior to the review for funding by the Miller-Dwan Foundation Board will not be eligible for consideration.

While they strive to maintain confidentiality, the Board of Directors reserves the right to discuss the proposal with outside consultants to assist in evaluation.

Since the Foundation prefers to fund projects of one year's duration, we need to know how the project will be supported at the end of the funding year. Therefore, the Foundation encourages applicants to

seek funding for new projects from a variety of sources and make comprehensive plans for any necessary long-term support.

Review Considerations

Proposals will be reviewed with consideration of the following:

- Clarity and persuasiveness of the applicant's case for support.
- Likelihood that the proposed project will result in the desired outcomes.
- Competence, commitment and capability of the organization and persons involved in implementing the project.
- Feasibility of the proposed venture as well as the ability to carry on without continued Foundation support.
- Appropriate cooperation and collaboration with others in the same field.
- Evidence of support from programs, organizations, or individuals knowledgeable about the constituencies affected by the proposal.
- Evidence that sufficient support from other funding sources will be secured in order to successfully implement the proposed project.
- Evidence of clear support from the applicant's administration and/or Board of Directors and consistency with organizational goals.

All funding decisions will be made without discrimination on the basis of race, color, creed, sex, handicap, religion, or national origin.

Final Reporting

The Foundation will require a final report within 60 days of completion of each project and may require periodic updates regarding project progress. New project proposals from organizations with outstanding final reports will not be eligible for consideration until reports are submitted.

Proposal letters and proposals should be addressed to:

Joan Oswald, Grants
Miller-Dwan Foundation
502 East Second St.
Duluth, MN 55805
218-786-1504
joswald@mdfoundation.org



**Miller-Dwan
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Proposal Requirements
Please Limit to a Maximum of 10 Pages

1. Cover Sheet

2. Project Description

Describe the problem or need you plan to address
Describe your goals and how you will meet those goals
Specific activities or equipment for which you are seeking funding
Who will carry out those activities?
Time frame in which this will take place

3. Facilities and Maintenance

Project site
Space, equipment or supplies needed
Ongoing requirements after grant term is completed

4. Evaluation

Describe plans and methods for measuring project impact
Describe long-term funding needs and how they will be met

5. Relationship to the Miller-Dwan Foundation and its Service Area

How project addresses the Miller-Dwan Foundation's areas of interest
Organizational relationship with other agencies and/or services
Relationship to the geographic area served by the Miller-Dwan Foundation

6. Budget

Amount requested from the Miller-Dwan Foundation
Total project budget
Itemized expenditures
Other potential funding sources. State whether they are planned, pending or secured.
Include relevant dates and amounts.

7. Attachments

Letters of endorsement
IRS determination letter (1 copy)
Financial statements from most recently completed fiscal year, audited if available (2 copies)

Please do not bind or staple your proposal
Submit original and 25 copies