I

Grant awards from the Hermantown Community Fund are recommended by the Hermantown Community Fund Advisory Committee for initiatives that meet the needs of the community in the following five areas.

- Arts
- Community and Economic Development
- Education
- Environment
- Human Services

The Advisory Committee may, from time to time, emphasize one area over another when emerging needs or opportunities require special attention. Within the five areas, priority will be given to projects that fall within one or more of the following:

- Newly developed collaborative or organizational efforts that address budget or service deficiencies resulting from funding shortages;
- Address underlying causes of community problems or are preventive in nature;
- Build the organization’s program and/or management capacity or quality;
- Respond to well-documented community needs and/or require a moderate amount of grant money but produce significant results in the service area.

II

Grants generally range from $250 to $1,000. The following areas have lower priority for funding:

- Capital and equipment requests, and
- Ongoing program support

Grant awards are not intended to provide permanent support for any purpose. Therefore, organizations must have the financial potential to sustain a program after the funding by the Hermantown Community Fund has ended. In some cases the Hermantown Community Fund can provide more than one year of funding to ensure the stability of a new organization or program or to support existing exemplary programs to maintain services that benefit the community.

The following are representative, but not exclusive, examples of projects which could be recipients of Hermantown Community Fund grants:

- After-school activities;
- Community arts projects;
- Career and job development;
- Intergenerational and senior programs;
- Money management programs;
- Parenting education;
- Prevention programs for youth;
- Wellness activities;
- Youth recreational activities; and
- Wetlands conservation, restoration and preservation.

The Hermantown Community Fund Advisory Committee does not recommend grants for: endowments; religious organizations for religious activities; medical research; debt retirement; requests from re-granting organizations for funding to be used for their own grant making.
activities; individuals; political organizations or campaigns; tickets for benefits; telephone solicitations; fund-raising drives or activities; and organizations with a substantial part of their purpose the influencing of legislation.

III To be eligible to apply for funding, an organization must:

- be classified as a charitable organization under Section 501(c)(3) of the Internal Revenue Code, or classified as an organization under Section 170(c)(1) of the Internal Revenue Code; and
- be located in or provide services to residents of the Hermantown Community Fund primary service area. This area is defined as the Hermantown School District. If more information or clarification is needed on the service area applicants are encouraged to contact the Hermantown Community Fund.

APPLICATION PROCEDURES
Potential applicants should first submit a Letter of Intent, via the Community Foundation’s website at http://www.dsacommunityfoundation.com/apply-for-a-grant. Once you have contacted us with information about your project/program via the online grant application, staff will contact you regarding fund-specific guidelines and the application process. Applicants can also contact Community Foundation staff by telephone at 218.726.0232 or by email at grantsinfo@dsacommunityfoundation.com.

The Letter of Intent must be submitted using the online grant application portal at least 2 weeks prior to the deadline. Based on the outcome of the LOI, an organization may be encouraged to submit a full proposal through the online portal. The Community Foundation’s Grant Application Process is outlined on the website, along with a step-by-step tutorial for utilizing the online grant application. Please utilize the Community Foundation staff as a resource throughout the application process and contact staff with any questions by email at grantsinfo@dsacommunityfoundation.com or by telephone at 218.726.0232.

The deadline for receipt of proposals for the Hermantown Community Fund is February 1 and October 1. The Board of Trustees will determine grants at the April and December meetings. If awarded, funds would be available in May and January. Grant awards may not be used retroactively. Complete proposals are to be submitted via the grants portal website before 5:00 p.m. on the deadline date. If the deadline falls on a weekend or holiday, complete proposals are due before 5:00 p.m. on the next business day following the deadline date.

FOR MORE INFORMATION OR ASSISTANCE:
Department of Community Philanthropy
Duluth Superior Area Community Foundation
324 West Superior Street, Suite 700
Duluth, Minnesota 55802
218-726-0232
grantsinfo@dsacommunityfoundation.com
www.dsacommunityfoundation.com

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