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GOVERNOR'S RURAL DEVELOPMENT COUNCIL

SEED GRANT PROGRAM

Fiscal Year 87

Guidelines and Application

DEPARTMENT OF ENERGY AND ECONOMIC DEVELOPMENT

GOVERNOR'S RURAL DEVELOPMENT COUNCIL

NOTICE OF Seed Grant Program Opportunities for  
Projects in Rural Minnesota

The Minnesota Department of Energy and Economic Development/Governor's Rural Development Council (MN DEED/GRDC) is accepting Seed Grant applications from qualified organizations interested in implementing projects which meet GRDC's goals in three priority issue areas. The issue areas are: family farms and agricultural land protection; value-added processing and marketing of agricultural and forest resources; and small business assistance in rural areas.

Requests for GRDC seed grants need not approach, but shall not exceed, \$10,000. A total of \$75,000 will be available for seed grants in fiscal year 1987.

Applications must be received by MN DEED/GRDC no later than 4:30 p.m., Friday, December 12, 1986. Seed grant program guidelines and application form requests and inquiries should be directed to:

Governor's Rural Development Council  
Minnesota Department of Energy and Economic Development  
900 American Center Building  
150 East Kellogg Boulevard  
St. Paul, Minnesota 55101  
Phone: (612) 296-3993

## INTRODUCTION

### SECTION 1

The Governor's Rural Development Council (GRDC), serves as a forum for identifying the priority rural development issues in Minnesota, and developing goals and strategies for addressing these issues through the use of technical and financial resources available to the GRDC.

The GRDC, through the SEED GRANT PROGRAM, will provide grant funds to qualified organizations for rural development projects which address the goals established by the GRDC in three priority issue areas. Projects submitted for GRDC seed grant funds must address one or more of the following issue area goals:

#### A. FAMILY FARM AND AGRICULTURAL LAND PROTECTION GOALS:

1. Protect the quality and quantity of the agricultural land resources in the state through the use of resource management practices and/or land use planning and zoning;
2. Promote an agricultural land protection awareness and understanding by farm and non-farm populations of all ages;
3. Preserve the family farm structure by enhancing the potential for increased farm income, especially for beginning farmers, through business management and other non-loan forms of assistance; and
4. Provide information and education programs which will increase the appreciation and understanding of basic agricultural production, its role in the economy, and current farm issues, by consumers, non-farm segments of the population, members of the State Legislature and Congress, and other residents of the state.

#### B. VALUE-ADDED PROCESSING AND MARKETING GOALS:

1. Develop the potential for new and expanded opportunities for high quality jobs by adding economic value to Minnesota agricultural, forest and other natural resources;
2. Encourage and foster applied research and technological developments for use in value-added industries and enterprises; and
3. Encourage the use of public and private investments in developing new and expanded markets for Minnesota agricultural, forest and other natural resources processed within the state.

#### C. SMALL BUSINESS ASSISTANCE GOALS:

1. Provide technical and management assistance for rural small businesses;
2. Establish formal networks to assist small businesses and technical resources in rural Minnesota with information sharing; and
3. To encourage enterprise development to improve management, marketing business skills, and availability of risk capital.

SECTION 2

APPLICATION GUIDELINES AND REQUIREMENTS

A. ELIGIBLE APPLICANTS

Non-profit organizations and agencies, public institutions and agencies, units of government, and special districts within the State of Minnesota are eligible to apply for seed grant funds in fiscal year 87.

B. ELIGIBLE USE OF GRDC SEED GRANT FUNDS

The GRDC will consider applications for projects which:

1. Address one or more of the GRDC's goals stated for the issue area related to the project;
2. Will use GRDC seed grant funds to leverage other public and private funds;
3. Provide direct benefit to farmers, farm family members, and/or low-income rural residents;
4. Have clearly measurable short-term (less than 12 months) results;
5. Will use GRDC seed grant funds to implement new and innovative projects and programs;
6. Are coordinated with all appropriate agencies and organizations; and
7. Meet all other requirements listed in this document.

C. INELIGIBLE USE OF GRDC SEED GRANT FUNDS

The GRDC will not consider applications for seed grant funds for projects which:

1. Are currently, or have in the past, received GRDC demonstration grant funds;
2. Do not primarily serve the needs of farmers, farm family members, and/or low-income rural residents of Minnesota;
3. Will use GRDC seed grant funds for physical construction, improvement of existing facilities, or purchase of equipment;
4. Duplicate or are substantially similar to other programs or projects in the state;
5. Use GRDC seed grant funds to provide operating or start-up capital for private businesses or enterprises;

6. Will replicate GRDC demonstration projects in other geographic areas of the state; and
7. Do not meet all other requirements listed in this document.

D. LOCAL MATCH REQUIREMENTS

All GRDC seed grant applications must be able to demonstrate the capacity to secure a minimum local match equal to 70% of the total project cost for the grant period. Local match, if any, which has been secured prior to the time of application should be documented by submitting a letter of commitment from the local match source. Applicants must have a fundraising strategy and appropriate potential sources of funds included in Section 3.1 of the application.

E. GRDC SEED GRANT LIMITS

Grant requests are limited to no more than 30% of the total project cost for the grant period, or \$10,000, whichever is the less amount. GRDC seed grant funds will be provided on a one-time only basis and should not be considered as a source of future or on-going support for projects or programs.

F. REPORTING REQUIREMENTS

1. Submission of letters of commitment for all local match (cash and in-kind) will be required before the balance of grant funds will be released.
2. Completion of a brief final narrative report explaining the project, the activities conducted during the grant period, and other information which will be shared with other organizations and individuals interested in the project.
3. Submission of an acceptable final financial report of the expenditures of both GRDC seed grant funds and local cash and in-kind match funds.

Each of these reporting requirements must be addressed in the Work Program Section (2.3) of the application form.

G. PROJECT START DATE

GRDC seed grant funded activities may begin no sooner than March 2, 1987, and will be completed no later than February 28, 1988. GRDC seed grant funds may not be used to pay costs incurred in the preparation or submission of an application to GRDC. Project sponsors may not execute contracts for services or supplies to be funded by the GRDC prior to receiving formal notification of funding from the GRDC.

#### H. USE OF FISCAL AGENT

Project sponsors may use the services of a qualified fiscal agent to accept GRDC seed grant funds on their behalf, pay project expenses, prepare financial reports. The portion of fiscal agent fees which is directly attributable to the GRDC grant, may, within reason, be included in the total amount of funds requested from the GRDC.

#### I. APPROXIMATE TIMELINE FOR THE RECEIPT OF GRDC SEED GRANT FUNDS

Project sponsors should plan GRDC grant related budget items and expenditures with the following estimated timeline in mind:

1. The GRDC will release the initial 40% of the total GRDC seed grant amount upon final execution of the GRDC grant agreement;
2. The GRDC will release an additional 40% of the total GRDC seed grant amount upon receipt of an accepted interim expenditure report and appropriate quarterly report for the interim portion of grant funds;
3. The GRDC will release the remaining 20% of the total GRDC seed grant amount upon receipt of an accepted final expenditure report for the final portion of grant funds, a completed final project evaluation report, quarterly report, a publishable narrative report, an accepted final audit, and letters of commitment for local share resources.

#### J. OTHER RESTRICTIONS

Project applications that are incomplete or received after the deadline for application will not be considered for funding.

GRDC staff, council members, agency representatives, advisors, and other employees of MN DEED are not allowed to discuss project applications with project sponsors at anytime between the deadline for submitting applications and the time that the Council makes its recommendations to the Commissioner of DEED.

All inquiries into grant program opportunities should be directed to the staff of the Governor's Rural Development Council at (612) 296-3993.

THIS SOLICITATION OF GRANT APPLICATIONS DOES NOT COMMIT THE GRDC TO AWARD ANY GRANTS AND THE GRDC RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL APPLICATIONS AS A RESULT OF THIS SOLICITATION IF IT IS IN THE BEST INTEREST OF THE MN DEED/GRDC TO DO SO.

SECTION 3

CRITERIA FOR APPLICATION REVIEW AND SELECTION

All applications submitted for GRDC seed grant funds in fiscal year 87 will be reviewed and ranked based upon the following:

1. Degree to which the project will meet the GRDC issue area goals (maximum 10 points).
2. Potential for leveraging other sources of funds to meet local match requirements (maximum 10 points).
3. Merit of the project design and implementation plan (maximum 10 points).
4. Innovative qualities of the project - project results will provide new knowledge and benefits to rural residents (maximum 10 points).
5. Feasibility of the project work program, budget, and timeline for completion (maximum 5 points).
6. Project sponsor's experience and ability to successfully implement the project (maximum 5 points).

SECTION 4

APPLICATION PROCESS STEPS

STEP 1: Submit one signed original application and twenty copies of the completed GRDC seed grant application form and letters of commitment for local match to:

Governor's Rural Development Council  
Minnesota Department of Energy and Economic Development  
900 American Center Building  
150 East Kellogg Boulevard  
St. Paul, Minnesota 55101

ALL APPLICATIONS MUST BE RECEIVED BY MN DEED/GRDC NO LATER THAN 4:30 p.m., Friday, December 12, 1986.

STEP 2: The GRDC will complete its review and selection of projects to be recommended for GRDC seed grant funds on or before February 1, 1987.

STEP 3: The GRDC funding recommendations will be considered by the Governor's Rural Development Council on approximately January 30, 1987. Final approval to award GRDC seed grant funds will be made by the Commissioner of DEED.

STEP 4: The GRDC staff will notify sponsors of project applications approved to receive GRDC seed grant funds immediately following action by the Commissioner of DEED. Sponsors of projects not approved for funding in FY 87 will be notified by approximately February 4, 1987.

STEP 5: Sponsors of projects which are recommended by the GRDC to the Commissioner of DEED will be asked to sign a GRDC grant agreement that states all conditions to which the grant is subject. Upon approval of the grant by the Commissioner of DEED, the grant agreement will be processed by the appropriate Department of the State of Minnesota. Project sponsors will receive a fully executed grant agreement, forms for all required reporting, and other information from the GRDC staff.



SECTION 5

MINNESOTA DEVELOPMENT REGIONS

Development Regions

Jurisdiction

Northwest Regional Development Commission  
Box E 525 Brooks Avenue South  
Thief River Falls, Minnesota 56701

Kittson, Marshall, Norman,  
Pennington, Polk, Red Lake  
and Roseau Counties

Headwaters Regional Development Commission  
722-15th Street, Box 906  
Bemidji, Minnesota 56601

Beltrami, Clearwater, Hubbard  
Lake of the Woods, Mahnomen  
Counties

Arrowhead Regional Development Commission  
Arrowhead Center  
330 South 1st Avenue East  
Duluth, Minnesota 55802

Aitkin, Carlton, Cook, Itasca,  
Koochiching, Lake, St. Louis  
Counties

Development Region 4

Becker, Clay, Douglas, Grant  
Ottertail, Pope, Stevens,  
Traverse and Wilkin Counties

Region 5 Regional Development Commission  
611 Iowa Avenue  
Staples, Minnesota 56579

Cass, Crow Wing, Morrison,  
Todd, and Wadena Counties

6 East Regional Development Commission  
333 SW 6th Street  
Willmar, Minnesota 56201

Kandiyohi, McLeod, Meeker,  
and Renville Counties

Upper Minnesota Valley Regional  
Development Commission  
323 West Schlieman  
Appleton, Minnesota 56208

Big Stone, Chippewa, Lac Qui  
Parle, Swift, and Yellow  
Medicine Counties

Development Region 7W

Benton, Sherburne, Stearns,  
and Wright Counties

East Central Regional Development  
Commission  
100 South Park Street  
Mora, Minnesota 55051

Chisago, Isanti, Mille Lacs  
Kanabec, and Pine Counties

Southwest Regional Development Commission  
2524 Broadway Avenue  
PO Box 265  
Slayton, Minnesota 56172

Cottonwood, Jackson, Lincoln,  
Lyon, Murray, Nobles,  
Pipestone, Redwood, and Rock  
Counties

Region Nine Development Commission  
410 South 5th Street, Box 3367  
Mankato, Minnesota 56001

Blue Earth, Brown, Faribault,  
LeSueur, Martin, Nicollet,  
Sibley, Waseca, Watonwan

Development Region 10

Dodge, Fillmore, Freeborn,  
Goodhue, Houston, Mower,  
Olmstead, Rice, Steele,  
Wabasha and Winona Counties

Metropolitan Council  
300 Metro Square Building  
7th and Robert Streets  
St. Paul, Minnesota 55101

Anoka, Carver, Dakota,  
Hennepin, Scott and Washington  
Counties

SECTION 6

FY 87 GRDC SEED GRANT APPLICATION FORM

The following pages of this packet contain the application form for all fiscal year 87 GRDC seed grant proposals. Project sponsors must complete this application form and submit it to us in order to be considered eligible. Attachments to the application form are limited to letters of commitment for local match.

Instructions for each section of the application form can be found on the facing page. Questions regarding the application form should be directed to the GRDC staff. Staff of the Regional Development Commission in the project area may be able to provide valuable technical assistance to project sponsors in designing the seed grant project, acting as fiscal agent, and identifying appropriate local, state and federal agencies for coordination purposes.

Jane Stevenson, Acting Executive Director  
Lori Widmark, Program Manager  
Pat Abbe, Program Manager  
Leanne Blahna, Office Manager

GOVERNOR'S RURAL DEVELOPMENT COUNCIL

SEED GRANT APPLICATION

Fiscal Year 87

## INSTRUCTIONS

### 1.0 Project Title

Enter the descriptive title, not to exceed 50 spaces, for this project.

### 1.1 Project Sponsor

Enter the name, address, and telephone number of the agency, organization, unit of government, etc. that will administer this project.

### 1.2 Fiscal Agent (if applicable)

Enter the name, address, and telephone number of the fiscal agent, if any, designated responsible for fiscal matters relating to the project, including accounting, fund management, verification of expenditures and financial reports.

### 1.3 Authorized Official

Enter the name, title, address, and telephone number of the person authorized by the project sponsor to enter into binding commitments on behalf of the project sponsor. This person must be designated in the Resolution of Sponsorship in Section 3.2.

### 1.4 Contact Person/Project Director

Enter the name, title, address, and telephone number of the person who is knowledgeable about the project application and may be contacted for further information.

Application No. \_\_\_\_\_

Seed Grant No. \_\_\_\_\_

GOVERNOR'S RURAL DEVELOPMENT COUNCIL

FY 87 SEED GRANT APPLICATION

1.0 Project Title: \_\_\_\_\_

1.1 Project Sponsor: \_\_\_\_\_  
Organization/Agency: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

1.2 Fiscal Agent: (if applicable)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

1.3 Authorized Official:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

1.4 Contact Person/Project Director:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

1.5 Signature of Authorized Official

The person designated in Section 1.3 as authorized official must sign and date the completed application form before it is submitted to the Governor's Rural Development Council for review.

2.0 GRDC Priority Issue Area

Check the issue area which applies to this project.

2.1 GRDC Issue Area Goals

List the GRDC issue area goals, listed in Section 1 of the application guidelines, that will be addressed by this project.

Describe specifically how this project will further the goals(s).

2.2 Geographic Area

- a. Projects which will be conducted on a community basis should list the specific communities to be served;
- b. Projects to be conducted on a countywide basis should list the specific county to be served;
- c. Projects to be conducted in more than one county but not an entire regional development commission area should list the specific counties to be served;
- d. Projects to be conducted in all counties of a development region or in more than one development region should list the area(s) to be served (see Section 5 of guidelines); and
- e. Projects which will be conducted on a statewide basis should state "statewide" as the geographic area.

Please refer to the list in Section 5 of the guidelines, for regional designation of counties.

2.3 Project Abstract

In a concise paragraph, please describe the nature of the project, the expected results of the project, and a summary of the approach that will be taken in implementing the project. The abstract should cover only the period provided for in this grant application and should describe all the major features of the project.

1.5 Application is made under the provisions of Minnesota Statutes 116J.955, Section 2, Subdivision 8 for the purposes of rural rehabilitation for a seed grant.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

2.0 GRDC PRIORITY ISSUE AREA: Check One

\_\_\_\_\_ Family Farm and Agricultural Land Protection  
\_\_\_\_\_ Value-Added Processing and Marketing  
\_\_\_\_\_ Small Business Assistance

2.1 GRDC ISSUE AREA GOAL(S) to be addressed by this project:

2.2 GEOGRAPHIC AREA to be served by this project:

2.3 PROJECT ABSTRACT:

2.3 WORK PROGRAM

Enter the dates the project is anticipated to start and end. Please refer to Section 2 (I) of the Guidelines.

Describe major activities and tasks proposed for the grant period of this application. The work program may be in chart form. At a minimum the work program should:

- a. Identify the activities and tasks to be achieved; and
- b. Provide a timetable for completion of each task.

SAMPLE WORK PROGRAM CHART

I.	GOAL STATEMENT	Months on <u>Activity/Task</u>
A.	Major Activity	
	1. Task	
	2. Task	



2.3

WORK PROGRAM

Anticipated project start date: \_\_\_\_\_.

Anticipated project end date: \_\_\_\_\_.

2.4

PROJECT IMPACT

- A. Enter the total estimated number of persons to be served or to directly benefit from the project.
  
- B. Enter the total estimated number of farmers, farm family members, and/or low income rural residents to be served or to directly benefit from the implementation of the project.

2.5

PRODUCTS

Will the implementation of this project result in documents (books, pamphlets, etc.) audio-visual materials, computer software programs, or other tangible products? If so, please list and describe.

2.4

PROJECT IMPACT:

A. Total estimated number of persons to be served.

B. Total estimated number of farmers, farm family members, and/or low-income rural residents to be served (please specify).

2.5

PRODUCTS:

3.0

BUDGET

Prepare the project budget for the grant period of this application according to the categorical items and funding sources indicated in Section 4 (1) of the application form. Expenditure Reports of both GRDC seed grant funds and local share resources (cash and in-kind) will be required of all grantees.

The first column is to include the estimated total cost of the budget item for the grant period. Local share resources are required and must meet all stipulations listed in Section 2 E items 1-4 of the Application Guidelines. Indicate in the second and third columns the budget items and costs that will be provided for by local share resources.

The last column of the budget must detail the exact uses to be made of GRDC seed grant funds. Please refer to Section 2 D, items 1-5 for ineligible uses of GRDC grant funds. Local share resources must not be used for any purchases or activities that are ineligible uses of GRDC seed grant funds.

Total the amounts listed in each column and enter the amounts.

GRDC grant requests are limited in amount and must meet the requirements and conditions listed in Section II E and F of the Application Guidelines in order to be considered for funding. Project sponsors are required to meet these minimum requirements for local share, but are strongly encouraged to exceed the requirements wherever possible.

Determine the percentage (%) of the total project costs that will be provided for by local resources (cash and in-kind) and GRDC seed grant funds.

3.0 BUDGET:

<u>Budget Items</u>	<u>Total Cost</u>	<u>Local Share</u>		<u>GRDC Seed Grant Funds</u>
		<u>Cash</u>	<u>In-Kind</u>	
Personnel Salaries & Fringe Benefits				
Travel				
Supplies				
Telephone				
Printing				
Equipment Rental				
Contracted Services (Specify)				
Other (Specify)				
TOTALS	\$ _____	\$ _____	\$ _____	\$ _____
PERCENT TOTAL PROJECT COST		_____ %	_____ %	_____ %

3.1 SOURCES OF LOCAL SHARE

- A. Describe the project's fundraising strategy for securing local share resources.
- B. List all appropriate potential foundations, corporate, and government sources of funds that will be applied for.
- C. List all appropriate sources of in-kind services or goods that will be sought.

Attach letters of intent to supply funds from all sources of local share resources which have already made commitments. The letters should indicate the dollar amount, or dollar value, of all cash and in-kind, the date funds will be made available to the project, and any restrictions placed on these funds.

3.1 SOURCES OF LOCAL SHARE:

A. Fundraising Strategy

B. Potential Cash Fund Sources

C. In-Kind Sources

3.2 RESOLUTION OF SPONSORSHIP:

All applicants must adopt and submit the following or an equivalent resolution authorizing the submission of the GRDC SEED GRANT application.

BE IT RESOLVED that \_\_\_\_\_  
(sponsoring agency or unit of government)

act as sponsoring agency and grantee for the project titled:

\_\_\_\_\_  
(project title)

to be conducted by \_\_\_\_\_  
(implementing agency)

during the period from \_\_\_\_\_ through \_\_\_\_\_  
(start date) (end date)

\_\_\_\_\_ is hereby authorized to apply to  
(title of authorized official)

the Governor's Rural Development Council for funding of this project and execute such agreements as are necessary to implement the project on behalf of \_\_\_\_\_  
(sponsoring agency or unit of government)

I certify that the above resolution was adopted by the

\_\_\_\_\_ of  
(Board of Directors, County Board of Commissioners, etc.)

\_\_\_\_\_ on \_\_\_\_\_  
(sponsoring agency or unit of government) (date)

SIGNED:

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(date)

WITNESS:

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(date)



3.3 IDENTIFICATION NUMBERS

- A. Please give the Minnesota Tax ID number for the 501(C)3 non-profit organization to whom the funds will be sent (see instructions, Section 1.1 or 1.2).
  
- B. Please give the Federal IRS Tax ID number for the 501(C)3 non-profit organization to whom the funds will be sent (see instructions, Section 1.1 or 1.2).

3.3 IDENTIFICATION NUMBERS

A. Minnesota Tax I.D. \_\_\_\_\_

B. Federal Tax I.D. \_\_\_\_\_