



# MONTANA FARM BUREAU FOUNDATION

*Centennial Community Initiative Grant Application*

## **Introduction**

Rural Montana is more than just our home. It's where many of us were born, grew up and raised a family of our own. It's where we helped build a community of hard working Montanans who care deeply about their responsibility to provide healthy food and quality products for Americans, and for others around the world. Montana Farm Bureau Foundation envisions a future where agriculture is thriving in Montana, and where younger people are excited to come home and work on Montana's farms and ranches. Where the rural communities in which Montana's ranch and farming families reside are healthy and vibrant.

2019 will mark the 100<sup>th</sup> birthday for our parent organization, Montana Farm Bureau Federation. To celebrate our first 100 years and renew the betterment of the communities of Montana, the Foundation is offering qualified applicants the opportunity to apply for grant funding. Montana Farm Bureau Foundation looks to increase rural prosperity and stimulate economic development by strengthening its roots and bettering small towns across Montana.

## **Purpose**

Our Foundation has committed a centennial investment total of \$100,000 to offer the opportunity of grants to individuals or companies that will contribute to economic development in rural Montana. The Montana Farm Bureau Foundation Board has not set a limit on individual grants. However, it is our intention to fund multiple projects throughout rural Montana. The Centennial Community Initiative is established to help expand economic opportunities, create jobs, support infrastructure improvements, increase support in community service, and provide a long lasting impact in Montana rural areas. The following examples are projects that may be awarded a grant through the Centennial Community Initiative.

- Creating a business plan that will allow a new rural business to attract start-up capital.
- Provide matching grant money for large economic development projects.
- Purchase equipment needed for a new rural business.
- Community improvement projects that attract new businesses or new residents.

## **Grant Funding Procedure**

Grants will be funded in advance per timeline task. Task reports, complete with supporting documentation for expenses (receipts), must be returned within 30 days of task timeline completion and prior to receiving the next payment for subsequent tasks/activities. Any unexpended funds must be remitted back to the Montana Farm Bureau Foundation at that time.

Prior written approval is required from the Montana Farm Bureau Foundation grant administrator for:

- Consecutive task funding
- Extension of task timeline
- Extension of reporting period
- Expenses not previously laid out in the approved grant budget

***If this initiative pertains to you, please take advantage of this opportunity and fill out the following application. If questions arise, please don't hesitate to contact Scott Kulbeck at (406) 587-3153 to receive more information.***



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## MONTANA FARM BUREAU FOUNDATION

*Centennial Community Initiative Grant Application*

### Application Instructions

Thank you for participating in the Montana Foundation Centennial Community Initiative application process. To be eligible for the Centennial Community Initiative grant, applications must be filled out completely for the Montana Farm Bureau Foundation panel to review. If you have any questions, please contact

Scott Kulbeck at [scottk@mfbf.org](mailto:scottk@mfbf.org). When filling out the application, please keep these guidelines in mind:

- **Be Specific-** Who, what, where, when and why? What does your project hope to accomplish with funding?
- **Timeline-** What is your goal for this funded project? When will this project happen?
- **Implementation-** How will this be successful? How will you get there? What change will you see with implementation?
- **Numbers-** What will this do for the rural community? What are your realistic results expected from this project? How are your numbers attainable?

**Note:** Our Foundation has committed a centennial investment total of \$100,000 to offer the opportunity of grants to individuals or companies that will contribute to economic development in rural Montana. The Montana Farm Bureau Foundation Board has not set a limit on individual grants. However, it is our intention to fund multiple projects throughout rural Montana.

### Submission Deadlines

<u>Application Deadline Date</u>	
Due to Montana Farm Bureau Federation Office 502 South 19 <sup>th</sup> Suite 104 Bozeman, MT 59718	<u>December 31<sup>st</sup>, 2019</u>

The form may be sent on of these **secure** ways. 1) Hand Deliver to office. 2) Mail to above address. **For your protection, please do not email as it is not encrypted.**

The program is administered by Montana Farm Bureau Foundation. We ask all interested applicants to complete the application and submit one hard copy by deadline of December 31<sup>st</sup>, 2019. These applications will undergo a detailed process to determine if applicant will be awarded grant funds. **Montana Farm Bureau Foundation may require an interview with potential grantees prior to making a decision on an application.**

### Attachments

To complete your application, you are asked to submit several attachments. Please title and make attachments easy to identify.



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<b>Name of Organization-</b>	<b>Applicant Name-</b>
<b>Organization Address-</b>	<b>Project Manager Name-</b>
<b>Email Address-</b>	<b>Phone Number-</b>

**Please mark any proprietary or confidential information.**

## **Project**

Project Title

**Project Summary. Please give a brief summary.**

## **Project Description**

**Provide information about your organization (*example; number of years in operation, start-up description, description of services provided and the population served.*)**

**Describe in detail the project your organization or start-up entity is proposing to implement as a result of the grant funds.**

Please provide a timeline for project implementation. Please include specific tasks and activities that will be accomplished within each timeline.

Task/Activities	Timeline	Budget Amount

## **Project Impact and Goals**

**Describe the organization's vision as a result of the grant funds and what impact the proposed program will have on the target area and target population. (*example; expected employment, expected rural impact*)**

**List the major project goals and how your organization will reach the desired goals. The goals should be measurable and data driven.**

#### **Additional Resources**

**List other funding sources/matching funds dedicated to the project. Also list other grants for which you have applied for to date. Include the name of the source(s) and the amount(s) pending for each.**



**List any economic development organizations that you are working with, professional organizations that are assisting your project or other applicable help that will assist in the development of your project.**

**How do you plan to sustain the program after the grant funds are expended?**

**Tell us about where you live and why this project is needed in your community.**

**How will you and/or your project provide recognition to the Montana Farm Bureau Foundation in recognition of an awarded grant?**

## **Amount requested.**

### **Please attach all applicable documents for the following**

**Project Budget** - Your Project budget may be submitted in any format, but you must include projected expenses and revenues.

**Income Statement** - Also referred to as a profit and loss statement, earnings statement, operating statement or statement of operations that is presented on a cash method of accounting. Include the most recent income tax return. If the project or business is not currently in operation, please attached a pro-forma financial statement (based on certain assumptions and projections).

**Balance Sheet (Business and Personal)** - This is a summary of financial statement balances of your organization. Assets, liabilities, and ownership are requested. This should be presented on a cash method of accounting. This sheet will provide us a snapshot of your organizations financial condition.

**Additions** - If you would like to include graphs, imagery, or more description for your community project please do so.

**Note: Other documentation may be required depending on the application.**

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## ***Authorization and Confidentiality Form***

I/**We** have applied for the Montana Farm Bureau Foundation Centennial Community Initiative Grant program. As a detailed part of this application, Montana Farm Bureau Foundation's panel of judges may choose to verify any information given by applicant.

With this said, confidentiality of information will be strictly enforced by said panel.

- Sharing applications, proposals, or attached material with anyone who is not designated for application review is *prohibited*.
- Discussing or disclosing any information about the committee deliberations and evaluations outside the committee room is *prohibited*.
- Using information from a grant applicant for his/her personal benefit or making such information available for personal benefit is *prohibited*.
- Participating in the Montana Farm Bureau Foundation CCI application review without agreeing to these terms is *prohibited*.

I certify that I have read, and understand, the Montana Farm Bureau Foundation grant application process and have the understanding that any material sent will be completely confidential.

I also certify that any and all information included in this application, to the best of my knowledge, is true and accurate.

I understand that if my grant is awarded I give Montana Farm Bureau Foundation permission to use my name, likeness, image, voice, and/or appearance as such may be embodied in any pictures, photos, video recordings, audiotapes, digital images, and the like, taken or made on behalf of the Centennial Community Initiative grant program. I agree that the Montana Farm Bureau Foundation has complete ownership of such pictures, etc., and may use them for any purpose consistent with the Montana Farm Bureau Foundation's mission. These uses include, but are not limited to illustrations, bulletins, publications, advertisements, news releases and any promotional materials in any medium, including the Internet.

X \_\_\_\_\_

X \_\_\_\_\_