



# Mini Grant Program

## REQUEST FOR PROPOSALS

Mini grants are part of our historic competitive grants program to be responsive to the needs of nonprofit organizations serving La Crosse County. La Crosse Area Community Foundation has allocated funds specifically for nonprofits seeking awards of \$1,000 - \$15,000 for result-oriented projects and programs that address a proven community need or priority aimed at making La Crosse County a better place now and for future generations. Preference will be given to applications that focus on building opportunities for community engagement and building of social capital across differences. For more information on LACF's new commitment to building social capital in La Crosse County, **click here**.

### Organizational Eligibility

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The primary eligibility criteria are:

- Applicant organization must be a public charity, exempt from federal income taxes under section 501(c)(3) of the Internal Revenue Code, or governmental bodies, including schools and municipalities, as long as the project is above and beyond regular budgeted items and does not fill budget gaps OR;
- Must have a formal fiscal sponsor relationship with an IRS verified 501(c)3 nonprofit.
- Must be located in and primarily serve residents of La Crosse County.
- Agrees to meet all Grant Awardee Requirements & Expectations listed below.
- Organizations must comply with "Appendix A" of LACF's DEIB Policy

### Eligible Use of Funds

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Grant awards may be used for any project related activities unless listed as ineligible below.

Ineligible mini grant expenses include the following:

- Repeat grants to the same project on an open-ended basis
- Partisan political activities
- Organizational endowments
- Scholarships or grants to individuals
- Religious activities for the primary purpose of proselytization\*
- Retroactive expenses or activities that occur before notification of an award
- Loan or debt payments

### Limitations

Units of Government (city, county, township, etc.): The Foundation does occasionally fund units of government whose proposal extends beyond the traditional governmental functions that impact the broader community or when the request for support is judged to be an effective means to address a priority issue.

Schools: The Foundation will consider funding for public, charter, and private/parochial Pre-K-12 schools and post-secondary educational institutions, when the request for support is judged to be an effective means to address a priority issue, particularly when the issue addresses the needs of a substantial or underserved portion of the population.



\*Proselytization: The purposeful intent to convert one's faith

### Application Timeline

The form will open on March 31, 2025 and will close on April 22, 2025 at 11:59pm. Late applications will not be considered. Technical assistance will be available on an on-going basis to organizations who want to receive assistance in preparing their application.

**RFP announced:** February 17, 2025

**Eligibility Quiz Open:** February 17, 2025

(the eligibility quiz will determine if your organization meets the basic requirements for this grant and then the applicant is able to apply within the process if they are found eligible through the quiz)

**Applications Open:** March 31, 2025

**Technical assistance:** Ongoing, schedule a time, [Ellen's Calendar](#)

**Applications Close:** April 22, 2025 at 11:59 pm

**Awards announced:** week of May 31, 2025

**Grant period begins:** upon award notification

### Applying for a Grant

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This process is anticipated to take 2 hours or less.

### **Grant Application**

All grant applications must be submitted using the foundation's online grant portal. The form will open March 31, 2025, and will close on April 22, 2025 at 11:59pm. Preference will be given to applicants whose mission and/or project supports building social capital in our community. No code required to access application!

### **Application form pdf (viewing only):**

["Click here to preview"](#)

### **Technical assistance contact:**

Ellen Heydon, Grants Specialist | [ellen@lacrosseareafoundation.org](mailto:ellen@lacrosseareafoundation.org) | 608-782-3223 x29

### Application Evaluation

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The LACF Impact Committee, including the Foundation's Impact Director, will score competitive mini grant requests and send recommendations to the full board for ultimate approval. The Impact Committee uses the attached rubric to score applications before they make allocations.

\*\*The Grants Specialist, who facilitates the committee, does not participate in evaluating grant applications. We highly encourage applicants to seek technical assistance from the Grants Specialist, as needed, to support putting your best grant application forward.



## Grant Awardee Requirements & Expectations

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Grant awardees commit to the following engagement with La Crosse Area Community Foundation:

- Completion of a brief and concise written report to share impact stories/materials and verify eligible spending. Written reports are due upon completion of the grant period. Organizations may request an alternative reporting method, if needed.
- Participation in a Nonprofit Networking session to share outcomes and successes from your mini grant and to learn about other organization's projects at the same time. We anticipate facilitating these sessions quarterly.
- **SAVE THE DATE:**
  - Nonprofit Networking & Sharing | Thursday, May 8<sup>th</sup> at 4:30 pm
  - Nonprofit Networking & Sharing | Monday, August 4<sup>th</sup> at 7:30am
  - Nonprofit Networking & Sharing | Thursday, October 16<sup>th</sup> at 4:30pm

# 2025 Mini Grant Application

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## *La Crosse Community Foundation*

### *Mini Grant Application*

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#### **Application Timeline**

Applications Open: March 31, 2025

Applications Due: April 22, 2025

Awards Announced: May 31, 2025

#### **Application Evaluation**

The LACF grants committee, including the Foundation's Impact Director, will score competitive mini grant requests and send recommendations to the full board for ultimate approval. The rubric for scoring applications is [attached here](#).

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#### **Organization Name\***

*Character Limit: 75*

#### **EIN or Fiscal Sponsorship\***

##### **Choices**

My organization has its own EIN.

My organization has a fiscal sponsor.

#### **Project Name\***

*Character Limit: 100*

#### **Project Summary\***

In 3 sentences or less, provide a general summary of your project and the anticipated impact.

*Character Limit: 500*

### Total Requested Amount\*

Awards may range from \$1,000 - \$15,000.

*Character Limit: 20*

### Partial Funding\*

What is the minimum partial funding you can accept for this request? Please include a description (i.e. no partial funding accepted as we need the entirety to do the project or \$6,200 partial funding and we can complete phase 1).

*Character Limit: 500*

### Alignment\*

What makes your organization the right organization to carry out this project or program? How does the project or program help fulfill your mission?

*Character Limit: 750*

### Community Need\*

What is your organization's mission? What community need does this project or program help alleviate? Use data where applicable.

*Character Limit: 750*

### Social Capital Alignment\*

Share how your project advances the social capital in our community. For more information about social capital, [click here](#).

*Character Limit: 750*

### Strategy and Program Design\*

Describe the activities and capacity needs that will support the completion of this project.

*Character Limit: 1500*

### Partners/Collaboration\*

Do you have any partners or collaborations with this project request? If so, who?

*Character Limit: 500*

### Letters of Support

Please attach any Letters of Support regarding your partnerships.

*File Size Limit: 10 MB*

### Project Evaluation\*

List your project goals and steps/milestones that will evaluate or determine success.

*Character Limit: 1000*

## Budget\*

Use this space to explain any items in the budget that may need further explanation. In the event the foundation is unable to meet your full request, please indicate priority/catalyst items here. (This would include bare bones items, you can't move the project forward at all without this supported).

[Click here to download the budget template.](#)

*Character Limit: 1000 | File Size Limit: 10 MB*

## Sustainability\*

What are the long-term strategies for funding this project or program at the end of the grant period?

*Character Limit: 750*

## Impact Questions

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La Crosse Area Community Foundation is embracing the Trust Based Philanthropy model and the data collected in this section will be used to guide future evolutions to meet nonprofit needs and will not be used against you in any capacity.

## Which of these best describes the purpose of your project?\*

### Choices

- New Strategy to meet community need
- Improved Strategy to meet community need
- Required Growth to meet community need
- Existing Program Support

## Service Area\*

Please select which communities your organization serves.

### Choices

- Bangor/Rockland
- Holmen
- La Crosse
- Onalaska
- West Salem
- La Crosse County only
- Coulee Region (multiple counties)
- Wisconsin
- National
- International

### Which of these impact areas best describes your project, program, or organization?\*

Please select those that most closely relate to your work. Select **no more than three (3)** impact areas. [Click here](#) for definitions related to each impact area.

#### Choices

- Arts and Humanities
- Community Improvement
- Culture and Diversity
- Education and Scholarships
- Environment
- Faith
- Health and Human Services
- Recreation and Wellness

### Which Sustainable Development Goal(s) does your project support?

Please select all that apply. [Click here](#) for more information about Sustainable Development Goals and to review definitions.

#### Choices

1. No Poverty
2. Zero Hunger
3. Good Health and Well-Being
4. Quality Education
5. Gender Equality
6. Clean Water and Sanitation
7. Affordable and Clean Energy
8. Decent Work and Economic Growth
9. Industry, Innovation, and Infrastructure
10. Reduced Inequalities
11. Sustainable Cities and Communities
12. Responsible Consumption and Production
13. Climate Action
14. Life Below Water
15. Life on Land
16. Peace, Justice, and Strong Institutions.
17. Partnerships for the Goals

## *Fiscal Sponsorship Information*

### Fiscal Sponsorship

Please include the appropriate information for your fiscal sponsorship.

	<b>Sponsored Applicant ("the project")</b>	<b>Fiscal Sponsor</b>
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<b>Organization Name</b>		
<b>Primary Contact Name</b>		
<b>Primary Contact Email</b>		
<b>Primary Contact Phone</b>		
<b>EIN</b>		

**Fiscal Sponsor Agreement\***

Please upload your fiscal sponsorship agreement. If you do not have a current agreement, please use this [template](#).

*File Size Limit: 2 MB*

*Organization EIN*

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**Organization EIN\***

Please enter your organization's nine digit EIN (no dash).

*Character Limit: 9*



Categories/ Questions	1	2	3	4	5	TOTAL
	WEAK		AVERAGE		STRONG	
<b>I. ALIGNMENT</b>	Project not aligned with overarching mission.	Project not well aligned with overarching mission; concerns around mission drift	Project has connection to overarching mission.	Project aligns with overarching mission.	Project aligns well with overarching mission.	
<i>Mission Drift – Occurs when a nonprofit organization’s activities and resources begin to move away from its original goals (intended purpose)</i>						
<b>II. COMMUNITY NEED</b>	No identified need in the community.	Lack of clarity around need (scope, target audience)	Community need identified	Community need identified with qualitative <b>OR</b> quantitative data	Community need identified with qualitative <b>AND</b> quantitative data	
<b>III. SOCIAL CAPITAL ALIGNMENT</b>	Does not advance social capital	Has minimal impact on advancing social capita; primarily through bonding	Has moderate impact on advancing social capital; primarily through <b>BONDING</b>	Advances social capital; includes bonding & bridging <b>OR</b> linking	Significantly advances social capital; strongly through bridging <b>OR</b> includes all 3 networks	
<i>Bonding – Strong relationships that develop between people who are similar in backgrounds, interests and resources</i> <i>Bridging – Connection between people with different backgrounds, experiences, or perspectives</i> <i>Linking – Involves relationships between people at different levels of power or authority</i>						
<b>IV. STRATEGY/ PROGRAM DESIGN</b>	Key activities are not described	Key activities are described.	Key activities are described; success is identified.	Key activities are outlined with measures of success identified	Key activities defined; success is outlined, contingency plan is stated	
<i>Described – What are you doing?</i> <i>Outlined – What are you doing? How are you doing it? When are you doing it?</i>						
<b>V. PARTNERS/ COLLABORATION</b>	No partners/ collaborations demonstrated; no LOS	Minimal partners/ collaborations demonstrated; no LOS	Partners/ collaborations exist; LOS provided	Partners/ collaborations are utilized; LOS provided to demonstrate collaborative work	Partners/ collaborations utilized to share capacity and resources; LOS demonstrates mutually beneficial	
<b>VI. BUDGET</b>	No budget provided.	Organizational budget provided.	Project budget provided; has not requested other funding support	Project budget provided; has requested or secured other funding support	Provided budget is clearly understood; demonstrates diverse funding sources	
Diverse Funding Sources: Individual Giving, Earned Income, Corporate Partnerships, Grants, Government, etc.						
<b>VII. SUSTAINABILITY</b>	No plan after this request	Recognize need for continued funding; no plan identified other than seek additional funds (e.g. grants)	No plans after this <b>ONE TIME REQUEST</b>	Recognize need for continued funding and diverse funding potential identified	Project can be sustained after funding expires	
					Total: _____ / 35	