Neel Family Fund Grant Program
2020 Guidelines

Program Description

The Neel Family Fund was established by Joe K. Neel, Jr. to provide support of music education for children 18 years of age and younger in Grand Forks County, North Dakota. Joe K. Neel, Jr., the benefactor of the fund, was a lifelong lover of music and recognized its importance in youth education. Joe K. Neel, Jr’s lasting gift is intended to support music education for uses such as school music programs, youth bands, choirs and orchestras, summer programs, music lessons, purchase of music, purchase of instruments, scholarships for aspiring young musicians to further their music education both locally and worldwide, and costs or fees for guest conductors and clinicians. Gifts are to be used to increase or supplement resources of music education rather than replace or supplant existing resources.

Application Information

Application Deadline
Applications are accepted twice per year during two cycles.

Cycle 1 opens on Monday, March 2, 2020 at 9:00am. Applications are due to the online portal by Tuesday, March 31, 2020 at 5:00pm.

Cycle 2 opens on Tuesday, September 1, 2020 at 9:00am. Applications are due to the online portal by Wednesday, September 30, 2020 at 5:00pm. No applications will be accepted after these deadlines.

Application Workshops
Organizations planning to apply for a grant through the Neel Family Fund Grant Program may attend an application workshop held by the Community Foundation prior to submission. These workshops are strongly encouraged for those that have not utilized the Foundation’s grant portal and/or have not applied for a Neel Family Fund Grant in the past.

Dates, times, and locations of upcoming workshops will be available in advance at gofoundation.org/grants. At least one workshop will be held for each grant cycle.

Online Application
The Neel Family Fund Grant Program will only accept grant applications via the online portal at www.gofoundation.org/portal. Registration for the portal is recommended well in advance of submission, as it may take 2-3 business days for approval and access to the application form.
Eligibility

Applicants for the Neel Family Fund Grant Program must fulfill the following criteria:

- Be a nonprofit organization with tax exempt status in North Dakota, be a public agency/unit of government (including a school), or be fiscally sponsored by such.
- Have principal operations in Grand Forks County.
- Be current with all reports if a prior Community Foundation grant recipient.
- Demonstrate general fiscal responsibility and agree to use the grant funds in a manner consistent with the grant application.
- Submit a complete and accurate application, providing all requested information, by the stated deadline.
- Submit documentation of a professional audit or financial review or compilation by a CPA, completed within the past year. If such are not available, the organization may submit a balance sheet and profit and loss statement, both signed by the organization's Treasurer. No other alternatives will be accepted.

Proposed projects must fulfill the following criteria:

- Benefit music education for children 18 years of age and younger in Grand Forks County.
- Be completed within 24 months.

Application Notes:

- Any applicant or project determined by Community Foundation staff to be ineligible will be eliminated from the review process.
- If your proposal contains minor errors, an effort will be made to contact you to correct the errors after the submission deadline and prior to the distribution of the applications to the grant review panel.
- If your proposal is incomplete or otherwise ineligible, you will be notified within five business days of the submission deadline that your proposal will not be considered.

Funding is not available for:

- Salaries of permanent personnel.
- Bringing performances or exhibitions to the area.
- Taking students to performances or exhibitions.
- Support of foundations.
- Cash reserves, endowment funds, capital expenditures, fundraising, or activities that are primarily for religious or political purposes.
- Fines and penalties, debt reduction/elimination, or litigation.
- Awards, re-grants, redistributions, donations, contributions, prizes, or gifts to any other person, organization, or entity.
- Alcoholic beverages.
- Commercial (for-profit) enterprises or activities, including concessions, food, t-shirts, or other items for resale.
Grant Review Process and Criteria

Applications for the Neel Family Fund Grant Program are reviewed online by an independent committee. The program observes strict procedures to prevent any conflict of interest. There will not be a public review of applications by the committee.

Grant Term

The grant term is up to 24 months and identified on the Neel Family Fund Grant Agreement.

Notification, Contract, Payment, and Reporting Requirements

The Board of the Community Foundation reviews and ratifies the grant recommendations made by the grant review committee. Applicants receive email notification regarding whether the application has been funded, followed by hard copy notification. Organizations will be notified of their award status by the following dates:

Cycle 1 applicants will be notified on or before April 30, 2020.

Cycle 2 applicants will be notified on or before October 31, 2020.

Organizations that are awarded funding will also receive a Neel Family Fund Grant Agreement for review and signature by the organization’s board president or executive director. Once the Agreement is received, the Community Foundation will mail the grantee a check for the grant award.

Grantees must submit the signed Agreement to the Community Foundation within seven days of receipt. Funds not distributed within 90 days of the start of the grant term will be forfeited and reinvested in future projects funded by the Neel Family Fund Grant Program.

Credit

All publicity/outreach materials* and programs for supported events must contain the Community Foundation logo and the following credit line:

“This program is supported in part by a grant from the Neel Family Fund through the Community Foundation of Grand Forks, East Grand Forks & Region.”

The Community Foundation's logo can be downloaded at www.gofoundation.org/resources. Do not copy and paste the logo from the internet.

*In some circumstances, the size of the ad is too small to list sponsors or include logo. Please use your own discretion.
Use of Funds

The organization must use the grant funds for the purposes and activities described in the application and may not be applied to any ineligible expenses (see above). Any significant revisions in the project or in the use of the grant funds must receive prior approval by the Community Foundation before expenditure of grant funds.

Administration of Funds

The grantee will maintain a complete and accurate record of the grant funds received and expended.

Evaluation

Grantees will be required to submit an evaluation of the awarded grant project within 60 days of its completion or the end of the grant term, whichever comes first.

The grant evaluation will consist of:

- A 2-3 sentence description of the completed project that was funded by the grant,
- A 1-2 sentence statement summarizing the impact the project had on the community,
- Actual revenues and expenditures of the project, and
- A sample of any marketing or promotional items utilized, containing the appropriate credit line.

If, at the time of submission, any grant funds have not been expended or committed in accordance with the Agreement (whether expended or committed for a purpose not in accordance with the Agreement or not spent or committed at all), the grantee must promptly repay the amount of such funds to the Community Foundation.