



# ULLAND GRANT

## CRITERIA & APPLICATION

### OVERVIEW

The Grand Forks Parks & Recreation Foundation Ulland Fund grants up to \$20,000 annually to local recreation, sports, leisure activities, arts, and nature-focused programs/projects. Each organization is permitted to request up to \$1,000 annually.

### ELIGIBILITY

- #1 Supports Grand Forks:** Located within Grand Forks or primarily services Grand Forks residents
- #2 Non-Profit or Local Government Organization**
- #3 Promotes the Park District's Public Purpose of:** Recreation (*Sports, Physical Activity, Arts, Leisure Activity*) or Parks (*Nature, Conservation, or Public Open Space*)

### APPLICATION PROCESS

**Submission: October 15 – November 30**

All Ulland Grant applications will be accepted October 15 – November 30 by email or mail.

**Deadline: November 30**

Applications must be received by November 30 to be considered.

**Review Process: December 1 – 31**

Application review will occur December 1 -31.

**Funds Awarded: January 15**

Organizations will be notified of grant funding by January 15 and will receive a check by mail. All Ulland Grant awarded funds must be used by September 30 and a summary report given.

# gf parks | ULLAND GRANT & recreation FOUNDATION CRITERIA

*The Grand Forks Parks & Recreation Foundation Ulland Fund grants up to \$20,000 annually to local recreation, leisure activity, arts, sports, and nature-focused programs and projects. Each organization is permitted to request up to \$1,000 annually for their program/project.*

## Eligibility

Eligible applicants will qualify for grant funding if they meet all three qualifications:

1. **Supports Grand Forks:** *Must be located within Grand Forks, and/or primarily service the residents of Grand Forks.*
2. **Non-Profit Organization or Local Government:** *Must be a 501(c)(3) non-profit or a Grand Forks government entity.*
3. **Promotes Recreation and/or Parks:** *Primary purpose of the organization or the grant funding program request must align with Park District's public purpose of serving recreation (sports / physical activity, arts, leisure activity, etc.) or parks (nature, conservation, public open space).*

## Scope of Projects

Eligible program / project costs may encompass a variety of components which promote local recreation, leisure activity, arts, sports, or nature-focused opportunities for our Grand Forks community. Ineligible program / project costs include project costs already completed at the time of the application, travel costs, and costs not directly associated with or directly benefiting the program / project.

## Application Process and Deadline

Applications can be downloaded online at [GFParksFoundation.org](http://GFParksFoundation.org). Below is the submission process all applicants are required to follow to be considered for a Ulland Grant.

**Submission:** Grant applications will be accepted October 15 – November 30. An application must be received by November 30 by email or mail to be considered. Confirmation of receipt of application by the Grand Forks Parks & Recreation Foundation is the responsibility of the organization applicant.

- **Email |** If emailing an application, please send your email to [gfparks@gfparks.org](mailto:gfparks@gfparks.org) with the subject line "Ulland Grant Submission".
- **Mail |** If mailing the application, mail to Grand Forks Parks & Recreation Foundation, Attn: Ulland Grant, P.O. Box 12429, Grand Forks, ND 58208-2429.

**Review / Granting Process:** The application review process will occur in the month of December and your organization will be notified of grant funding by January 15. Grant awardees will receive a check in the mail. Preference will be given to Grand Forks Park District current partners, projects/programs that more closely align with our mission/public purpose, financial need, and projects/programs with more public impact.

**Expectations:** The awarded funds must be used by September 30 for the purposes outlined in your submitted grant application. Upon completion of the project/program, please provide us with a summary of what you were able to accomplish and documentation of expenses in which the grant funds were used. If the project has not been completed within that timeframe, your organization will need to report to us to retain any unused funds, or the unused funds will be returned to the Grand Forks Parks & Recreation Foundation's Ulland Grant pool.

**Recognition:** Additionally, we ask that when referencing our organization's support through social media, you would use the handle **@GrandForksParks** and/or hashtag **#GFParks**. When promotional program/project materials are created, we ask that our Grand Forks Parks & Recreation Foundation logo would be used to show our support of the project/program. Our logos can be downloaded via the QR code provided.





### PART 1: Applicant Information

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_ Work Phone: \_\_\_\_\_

Contact Person (Name and Title): \_\_\_\_\_

Contact Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Has your organization been awarded Ulland Grant funds in the past?

- No  Yes, we were awarded grant funds in \_\_\_\_\_ .

### PART 2: Qualifications

**Legal Status** | Your organization is legally registered as a:

- 501(c)(3) Non-Profit – Employer identification number: \_\_\_\_\_  
 Grand Forks Government Entity – Employer identification number: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Location** | You serve the community of Grand Forks because:

- Your project/program is in Grand Forks.  
 Your project/program primarily services the Grand Forks area.  
 Other: \_\_\_\_\_

**Purpose** | The primary purpose of the project/program you are seeking grant funding for will support:

- Recreation (sports, physical activity, arts, or leisure activities)  
 Nature-focused Opportunities (local parks/open space or conservation)  
 Other: \_\_\_\_\_

### PART 3: Program/Project Description

- Grant Request Amount: \$ \_\_\_\_\_
- Title of program/project: \_\_\_\_\_
- Specific date(s) of program/project: \_\_\_\_\_

- Location of program/project: \_\_\_\_\_
- In approximately 300 - 500 words, describe the program/project for which you are requesting grant funding.

#### **PART 4: Community Impact**

- **Mission-Focused Impact** | Describe how this project/program will provide recreation, leisure activities or provide nature-orientated opportunities to the community of Grand Forks?
  
- **Direct Impact** | How many participants do you have in this program? If this is your first year, how many participants do you anticipate having in the program/project?
  
- **Indirect Impact** | Approximately how many people in the Grand Forks area will be impacted by your program/project? Explain any other ways your program/project will be impactful to our community.

### PART 5: Budget Summary

- **Cost** | Please provide us with an estimated cost breakdown of the program/project.

<b>Expense Category</b> <i>(Salaries, supplies, equipment, utilities, promotion, etc.)</i>	<b>Description</b> <i>(i.e., Four PT staff at \$12 hr. for 20 hours)</i>	<b>Projected Cost</b>
<b>Total</b>		

- **Income** | Please provide us with the estimated project income of the program/project.

<b>Income Category</b> <i>(Cash, Revenue, Grants, etc.)</i>	<b>Description</b> <i>(i.e., 1,000 participants purchasing \$5 tickets = \$5,000)</i>	<b>Projected Income</b>
<b>Total</b>		

- **Participant Cost** | Will participants be charged a fee to be in this program?

- Yes, it will cost \$ \_\_\_\_\_ per participant.  
 No, there is no charge to the participant.

- **Staffing** | Please tell us How will you staff the program/project.

Number of paid staff: \_\_\_\_\_

Number of volunteers: \_\_\_\_\_

Any other staffing methods used? *(i.e., hired performers, etc.):* \_\_\_\_\_

## PART 6: Promotion

- **All Promotion Methods** | What promotion methods will you use to spread the word about your program/project? (*i.e., flyers, emails to members, Facebook, Instagram, Google Ads, radio, etc.*)
  
- **Most Successful Method** | If you have operated this program/project in the past, what has been your most successful method to get participation? (*i.e., repeat participation, Facebook invitations, etc.*)
  
- **Recognition** | If you are granted Ulland Grant funds, how do you plan to recognize the Grand Forks Park District / Grand Forks Parks & Recreation Foundation for the program/project support? (*i.e., logo on print materials, social media, etc.*)

## PART 7: Attachments / Links

Please provide us with any website URL links in the space below, or attach to this application submission, any photos or marketing materials that would be useful to helping us fully understand your organization/program.

## PART 8: Confirmation of Expectations

*I am submitting this application as a representative of my organization and/or program. By submitting this application, I agree to the following:*

- *I certify that the information provided is accurate to the best of my knowledge.*
- *If awarded a Ulland Grant, we promise to use the funds as intended.*
- *Upon completion of the project/program, we will provide the Grand Forks Parks & Recreation Foundation with a summary of what we were able to accomplish and documentation of expenses in which the grant funds were used.*

Signature of Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Contact Person: \_\_\_\_\_