

# **Dakota Indian Foundation** **Information for Grant Applicants**

Thank you for your interest in the Dakota Indian Foundation. The following information will assist you in making an application to DIF.

## **MISSION AND AREAS OF INTEREST**

The Foundation is a non-profit organization for the Sioux Indian people primarily of the former Great Sioux Nation. The Board of Trustee's gives priority funding to grant proposals that address needs of the Sioux Tribe of Indian people. Needs of other Indian Tribes are addressed on a "funds available" basis.

Program priorities reflect two factors: available dollars (within particular areas) and the Trustee's current assessment of overall needs. Preference is given to projects for which specific amounts over a predetermined duration are expected to generate significant benefits.

The Foundation is interested in proposals addressing the needs of the Native American People that fall under one of the following areas:

- 1) Cultural Preservation
- 2) Social Enhancement

The Foundation will not approve grants for the following purposes:

- National fund raising campaigns, ticket sales, fund raising, dinners or private benefits.
- Supplementing existing governmental programs or services.
- Support of religious organization general funds.
- Lobbying or political action campaigns
- Political office candidacies.

## **Grant Terms and Conditions** **Credit**

All published material and announcements regarding any project or production which is financed in part under this grant must include the following special acknowledgment statement: **Funds provided in part by the Dakota Indian Foundation.**

### **Financial Management**

1. Grants are for the period specified in the approved application. Funds must be obligated within the period stated unless an extension has been approved by the Dakota Indian Foundation.
2. Grant funds shall be expended solely for the activities described in the approved application unless specific changes have been approved by the Dakota Indian Foundation Board of Trustees. Any funds granted but not expended or committed shall be returned to the Dakota Indian Foundation at the conclusion of the grant period.
3. Grantees shall establish and maintain accounts in such a manner as to separate grant funds and matching funds and shall reflect all receipts, obligations and disbursements of project funds.

Grantees will submit a final project report to the Dakota Indian Foundation within 30 days after the completion of the project. The Dakota Indian Foundation will retain ten percent (10%) of the grant amount until receipt of the project's final report. **Subsequent grants are dependent upon receipt of the project report.**

### **PROCEDURES**

The Dakota Indian Foundation does not use grant application forms. However, we have developed guidelines which should help you in the preparation of your application. A grant application cover sheet provided Dakota Indian Foundation is required.

The Foundation requires a brief (2-3 pages) letter of intent describing the applicant organization, summarizing the proposed project and amount of support requested. This letter of intent, along with grant application cover sheet, will allow the Foundation to review the possibility of support. This procedure will help to focus productive efforts by having applicants create only those documents necessary and limit the Fountain's Board to reviewing only those proposals with the greatest potential for support.

Once the Board of Trustees has determined a project has possible merit for Foundation funding, the applicant will be invited to submit a complete proposal.

A complete proposal includes the following:

- A) A cover letter transmitted on the organization's letterhead (including telephone number), signed by the chief executive officer on behalf of its governing body.
- B) A one page abstract of the proposal including the amount requested, total project budget, grant goals, and anticipated end results of the effort.
- C) The main body (not to exceed ten pages) plus attachments.

The main body of proposals should address the following subjects:

- 1) What is the identified need or problem that will be addressed by the proposal.
- 2) A statement of program goals and objectives.
- 3) A brief timetable for operation of the program.
- 4) Names and qualifications of persons who will be responsible for the implementation of the program. (Organization must agree that it will assume the full responsibility for the proper fiscal management and accounting of all grant funds received, and will submit required reports within the time frame specified).
- 5) Why your organization is the logical one to carry out the project.
- 6) A list of the organization's governing board members.
- 7) An evaluation statement measuring the success of the program.
- 8) A detailed budget of the proposed program.
  - a) indicate amount applying institution is contributing, either in "kind" or "cash".
  - b) indicate amount received from other grant making agencies.

- 9) If the Foundation is not the only funding source being approached, names of other sources contacted. (This is for informational purposes only and should not be interpreted to mean that aid from other sources is discouraged; in fact, participation of other donors is encouraged and sometimes, mandated).
- 10) Plans for financial support of the program after the proposed funding is completed, assuming the program is to be of an ongoing nature.
- 11) Additional organizational information requested:
  - a) the most recent audited financial statement,
  - b) current financial data available for the year to date,
  - c) current overall organizational budget,
  - d) written evidence of current tax-exempt status.

Conferences with grant applicants or on-site visits will be arranged by the Foundation's staff as appropriate. These will take place only after the opportunity to study a written grant proposal.

### **CONSIDERATIONS:**

Applications will be considered based on the following criteria;

- 1) The need for the project.
- 2) The benefit of the proposed activity to Native American's.
- 3) The capability of the agency to achieve the proposal.
- 4) The adequacy of the budget.
- 5) The adequacy of allotted time to accomplish project.
- 6) The cooperation/coordination with other agencies.
- 7) The likelihood of ongoing support (if appropriate).
- 8) The evaluation procedure.

Assuming an application meets the above criteria, the Board will determine priority by:

- 1) How adequately it addresses the seriousness of the problem.
- 2) The timeframe of the problem, submitting agency and the Foundation.
- 3) Alternative means of solving the same problem in terms of other funding/programs/agencies.
- 4) Compatibility of the grant to other Foundation priorities.

All applicants will receive notification as to whether or not there is a possibility of support. It is not always possible to have in-person conferences.

The Foundation's Board of Trustees meets monthly to make final grant decisions, usually the last week of each month. The grant applications must be returned at least one week prior to each Board meeting to be put on the agenda for the Board of Trustees.

Adopted by the Dakota Indian Foundation Board of Trustees July 20, 1989.

Address all correspondence to:

Executive Director  
Dakota Indian Foundation  
209 N Main St  
PO Box 340  
Chamberlain, SD 57325-0340  
Phone: 605-234-5472  
Fax: 605-234-5858

If you have any questions about the application or process of the Dakota Indian Foundation's grant, please feel free to contact the Director for more information. Thank you for your interest in Dakota Indian Foundation.

**DAKOTA INDIAN FOUNDATION  
GRANT APPLICATION COVER SHEET**

(PLEASE ATTACH COMPLETED SHEET, OR A COMPUTER-GENERATED SHEET IN THE SAME FORMAT)

APPLICATION DATE: \_\_\_\_\_

APPLICATION AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_

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ANNUAL OPERATING BUDGET OF FISCAL AGENT: \$

ANNUAL OPERATING BUDGET OF APPLICANT: \$

APPLICANT'S FISCAL YEAR END: \$

TOTAL PROJECT BUDGET: \$ \_\_\_\_\_

AMOUNT REQUESTED FROM DAKOTA INDIAN FOUNDATION \_\_\_\_\_

OTHER FUNDING SOURCES CONTACTED: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

PROJECT DURATION--BEG. DATE: \_\_\_\_\_ ENDING DATE \_\_\_\_\_

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BRIEF PROJECT DESCRIPTION:

When is the last date to submit our logo to be added to your poster? \_\_\_\_\_

*Please add to your posters: Sponsored in Part by Dakota Indian Foundation*

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PREVIOUS GRANT APPLICATION MADE TO DAKOTA INDIAN FOUNDATION: Y \_\_\_\_\_ N \_\_\_\_\_

PRIOR FUNDING RECEIVED FORM DAKOTA INDIAN FOUNDATION: Y \_\_\_\_\_ N \_\_\_\_\_ WHEN \_\_\_\_\_

ARE YOU IRS TAX EXEMPT 501(C)(3): Y \_\_\_\_\_ N \_\_\_\_\_ APPLIED FOR: \_\_\_\_\_

INCLUDE A COPY OF YOUR IRS TAX EXEMPT LETTER

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AWARD GRANTED: Y \_\_\_\_\_ N \_\_\_\_\_ DATE: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

INITIAL DISBURSEMENT: \$ \_\_\_\_\_ CHECK NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

FINAL REPORT RECEIVED: Y \_\_\_\_\_ N \_\_\_\_\_ DATE: \_\_\_\_\_

FINAL DISBURSEMENT AMOUNT: \$ \_\_\_\_\_ CHECK NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_