

# **HUNGER AND HOMELESS GRANT GUIDELINES**



At Open Your Heart, our guiding principle is to give where the need is greatest. The Hunger and Homeless Grant is targeted towards organizations serving adults, families and youth experiencing homelessness and food insecurity throughout Minnesota. The primary goal is to ensure that these providers of crisis services have the tools, equipment and infrastructure necessary to best serve those in need. Preference is given to services for people who are currently homeless – on the street or in shelters.

## **2021 DUE DATES**

March 1<sup>st</sup>, June 1<sup>st</sup>, September 1<sup>st</sup> and November 1<sup>st</sup>

Agencies will be notified of grant decisions approximately two months after the due date.

**AVERAGE GRANT SIZE:** \$7,000

## **ELIGIBLE AGENCIES**

- Agencies serving hungry or homeless Minnesotans as the agency's primary function.
- Agencies serving homeless children and youth (up to 24) in Minnesota.
- Agencies must have 501(c)3 status OR be recognized as tax exempt by the IRS (i.e. schools, units of government or tribal governments) OR use a fiscal agent with 501(c)3 status.
- Organizations must not limit service based on individual's race, color, creed, religion, national origin, sex, sexual orientation, marital status, age, or disability.
- Organizations must have completed the grant closure form for previously awarded grants and returned any unused funds to OYH to be in compliance with OYH grant requirements.
- Agencies with multiple service sites should submit only one application for all sites.

## **ELIGIBLE ACTIVITIES**

The primary purpose of the Hunger and Homeless Grant is to assist agencies in increasing the number of people served and/or improving the quality of services provided. This can be reflected through facility enhancements within areas directly serving those in need such as repair/replacement of HVAC, added shelter beds and increased refrigeration and storage; through activities that remove barriers for homeless youth in their educational pursuits such as program fees, transportation, and activity costs; and through the funding of hotel vouchers, street outreach supplies, and funding towards securing identification.

We encourage you to visit our website at [https://oyh.org/awarded\\_grants/](https://oyh.org/awarded_grants/) to view past awarded grants.

## **FUNDING PRIORITIES**

- OYH focuses grant making on the front end of the continuum. For agencies serving individuals, families and youth experiencing homelessness, preference is given to services for those who are currently homeless – on the street or in shelters. *Transitional housing has lower priority than shelter. Permanent supportive housing programs are unlikely to receive funding.*
- Hunger programs must be open and free to all in need. Geographic service boundaries are acceptable, but agencies requiring program participation, membership, purchase of food, attendance/participation in religious service, etc., as a requirement to receive food are unlikely to be funded.

- Infrastructure or equipment for shelters or food shelves must benefit the areas where clients are served. Administrative areas, parking lots, etc., are unlikely to be funded.
- Preference is given to projects that remove barriers, increase the numbers of people served and/or improve the quality of services provided.

Open Your Heart will *not ordinarily* fund:

- Structural improvements on buildings not owned by applicant agency. For repairs or improvement of facilities not owned by applicant, applicant must indicate why building owner does not make requested repairs or modifications.
- Facility upgrades to space that is shared with other user. Applicant must demonstrate that repairs or improvements are only to benefit the applicant.
- Major capital campaign or new construction projects.
- Agencies with significant operating budgets/unrestricted reserves.
- Purchase of vehicles.
- Agencies located outside of Minnesota even if they serve Minnesotans.
- Agencies that charge for service.
- Purchase of school supplies. **Please Note** - While OYH is focusing our funding more specifically on programming that furthers educational/employment pursuits we understand the value of school supplies and having these items readily available for students in need. Therefore, OYH will actively be pursuing partnerships to acquire necessary supplies for your agencies. If you are interested in having your organization be a recipient of our backpack / school supply drive, please let us know at [grantapplication@oyh.org](mailto:grantapplication@oyh.org) and we will provide you with further details at a future date.

Open Your Heart will *not* fund:

- Operating costs, utilities, office equipment or salaries and benefits of staff. Purchase of consumable supplies.
- Food purchases. OYH funds food purchase through a separate, invitation only process that distributes food statewide.
- Food and shelter costs for disaster victims.
- Retroactive funding for projects that are already completed.
- Group homes, day care programs, senior nutrition programs or treatment centers.

## APPLICATION PROCESS

- Agencies are eligible to apply for one Hunger and Homeless grant per year.
- Umbrella organizations with multiple program sites, but a single EIN or fiscal agency, can submit a total of two grant requests per year per agency. Requests must be for different sites.
- There is no minimum or maximum award. Average grant is less than \$7,000.
- You will receive a confirmation email at the contact email listed in your application when your grant has been submitted. If you have not received this email your grant has *not* been submitted. Please contact us at [grantapplication@oyh.org](mailto:grantapplication@oyh.org) if you need assistance.

## REQUIRED ATTACHMENTS

- **Fiscal Year Financial Statement**

Required. Your most recently **completed** fiscal year statement. This is different than your audit, however you may pull this statement from your audit. This should include your budget, income, expenses, and funds in reserve.

- **Year-to-Date Financial Statement**

Required. This should include your budget, income, expenses, and funds in reserve.

- **IRS Determination Letter**

If applicable. With signature page. If you are using a fiscal agent, include their IRS Determination Letter.

- **Most Recent Audit or 990** (Only required if your agency files one)

- **Contractor Estimates**

If applicable. If this request is for structural/remodeling work, **two (2)** contractor estimates are required.

- **Project Budget**

If applicable. If this request is part of a larger project, attach an overall project budget including sources of income and expenses.

- **Photo**

Optional. Here you will be able to include a photo of something related to your grant request, such as a picture of something you would like to replace or update.

## REVIEW PROCESS

- Applications and attachments must be completed online by the deadline to be considered for review at the next board meeting. Incomplete applications will not be reviewed until all information is received.
- The Grant Review Committee will review and evaluate each request based on the information included in the application. **It is important that each application be as specific as possible about the need for the project and the cost of the project components.**
- Upon review of the application, the Grant Review Committee may request additional information via email, a telephone interview, or a site visit. Please note that cover letters, correspondences with OYH staff, and other attachments that are not required (i.e. brochures) will not be reviewed by the committee.
- The committee uses the following criteria to review applications:
  - Eligibility of agency
  - Number of persons served by agency
  - Need and impact of funding
  - Completeness of application
  - Applicants operating budget/unrestricted reserves
- As one of the few funders that support programs throughout the state, OYH receives far more eligible applications than we can fund. Careful consideration is given to each application and grants are awarded based on needs in the community, impact of grant, and the ability of agency to carry out grant objectives. Applicants are encouraged to demonstrate that they have accessed additional funding to support the project.
- The OYH Board of Directors considers Grant Review Committee recommendations and makes the final decision on each complete application. The Board reserves the right to reject any application or portion thereof.

**STILL NEED ASSISTANCE?** Contact Open Your Heart staff at 612-338-5577 or email [grantapplication@oyh.org](mailto:grantapplication@oyh.org).