

# **EDUCATION GRANT GUIDELINES**



Open Your Heart's Education Grant supports the educational needs of children and youth experiencing homelessness. The purpose of this program is to remove barriers for homeless youth to participate in school and improve student academic success.

## **2020 DUE DATE**

May 21<sup>st</sup>

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

## **GRANT AMOUNT**

\$500 - \$3,000 for each agency per year. (Hunger and Homeless Grants and other Special Projects are considered under a separate review process and do not count toward this limit.)

## **ELIGIBLE AGENCIES**

- Agencies must serve 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, gender, sexual orientation, marital status, age or disability.
- Agencies with multiple service sites should submit only one application for all sites.

## **ELIGIBLE ACTIVITIES**

Discretionary funds designated to meet unique needs of homeless students as they arise. This funding is available only for purposes that will assist homeless youth in their educational pursuits. Typical uses for discretionary funds might include program fees, transportation, and activity costs, but could be anything that the grantee thinks a homeless child needs to be successful in school.

## **INELIGIBLE ACTIVITIES**

Ineligible activities include operating costs, salaries (except for tutoring), employee benefits, and agency-sponsored after-school activities (aside from tutoring and other academic programs).

## **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.)

## 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. Applicants are not allowed to make personal presentations.
- 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.
- 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.

The committee uses the following criteria to review applications:

- Eligibility of agency
- Number of homeless students served by agency
- Need and impact of funding
- Completeness of application
- Applicants operating budget/unrestricted reserves

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