

2017



Allocation Packet

due August 26, 2016 at 4 pm



GVHSF Providing A Hand Up

The Golden Valley Human Services Fund (GVHSF), appointed by the City Council, is a volunteer board comprised of citizens-at-large, community and business members, and one City Council member. Each year, this board of citizen volunteers reviews funding requests and allocates 100 percent of the funding raised by the GVHSF through various annual fundraisers, such as *Run the Valley* in April and the *Golden Valley Golf Classic* in July. The GVHSF also receives 10 percent of the pull tab monies collected in the city.

Mission

Identify the community's needs for human services.

Develop guidelines to evaluate funding requests and allocate funds to human service organizations that meet the identified needs of the community.

Determine funds needed and strategies to provide funding through charitable gambling proceeds, fundraisers, or community events.

Encourage and enlist participation from the greater Golden Valley community.

Guidelines For Funding

- The service provided is for Golden Valley residents at a time of crisis or need.
- The services must not be duplicated by a level of government.
- The service must include cooperation or collaboration between organizations.
- The organization should use the funds granted by the GVHSF to serve Golden Valley citizens.
- Funding shall be granted to human service organizations and not to an individual or individuals.
- Funding will not be granted to any organization licensed in the City for lawful gambling operations.
- Funding is not intended to be used for salaries or general operating expenses.

Each organization that requests money must fill out an application, send in the required documents asked for by the GVHSF, and be available to present the application information to GVHSF members at the October meeting, if needed. In 2016, the meeting date is October 10.

The GVHSF is happy to be able to help your organization financially and would appreciate your help in volunteering your time at any of our fundraisers.



GVHSF Funding Standards

To receive funding from the GVHSF, applicants must:

- provide a program, project, or service that contributes to the City of Golden Valley and serves clients located in the City of Golden Valley
- be incorporated as a non-profit organization
- have operated and delivered services consistently for a minimum of one year, evidenced by an established record of meaningful service utilization levels and adequate support through financial and/or volunteer contributions
- operate on a non-discriminatory basis, according to federal, state, or Golden Valley ordinances, as appropriate according to the jurisdiction consistent with the applicant's service area
- demonstrate that administrative management, general, and fundraising costs do not exceed 15 percent of revenue in any year for which the applicant has received funding from GVHSF without special GVHSF review and concurrence in the appropriateness of the particular unique circumstances which resulted in these costs exceeding 15 percent; and GVHSF together with the applicant agree upon a strategy for reducing these costs within the following fiscal year. Whenever applicant management, general, and fundraising costs exceed 15 percent, applicant representatives must justify to GVHSF.

Required Documents

All applicants must submit **10 copies** each of the:

- GVHSF Application for Funding
- Minnesota Common Grant Application Form (download at www.mcf.org/mcf/grant/applicat.htm#Form)

In addition, all applicants must submit **one copy** of the following organizational documents:

- letter of determination of tax exempt status under Section 501(c)(3) of the Internal Revenue Code filed by the applicant
- articles of incorporation
- constitution and bylaws
- approved operating budget (including revenue and expenses)
- Affirmative Action policy
- most recent annual IRS Report #990 on Report of Organization Exempt From Income Tax
- most recent annual Charitable Organization Finance Statements filed with the appropriate State of Minnesota Agency or Office of Attorney General
- most recent annual certified total audit (organizations that are not required to submit an audited financial statement to the State of Minnesota may submit an audited balance sheet)

If all documents and copies are not included, submission may be withheld.

Please direct all information or questions to:

Brian Erickson, GVHSF Staff Liaison
 City of Golden Valley
 200 Brookview Parkway S
 Golden Valley, MN 55426
 763-512-2366
berickson@goldenvalleymn.gov



GVHSF Fundraising

The Golden Valley Human Services Fund (GVHSF) raises funds by hosting two annual events—*Run the Valley* in April and the *Golden Valley Golf Classic* in July—and soliciting support from the community through the Golden Valley Community Foundation. The GVHSF also receives 10 percent of the pull tab monies collected in the city.

Run The Valley

Run the Valley, the GVHSF's annual 5K/10K race, 5K walk, and kids fun run, has become a successful spring fundraiser and a popular community activity. Starting at Brookview Community Center, the race/walk winds through residential Golden Valley. The 2016 event drew 526 runners and walkers and raised approximately \$16,600.

Sponsors for 2016 were Al's Coffee, Lunds & Byerly's of Golden Valley, Caribou Coffee, Einstein Bagels, Finken Water Solutions, General Mills Yoplait USA, Go Health Chiropractic, Old Fashioned Donut Shoppe, Perkins Family Restaurants, Road ID, Valley Pastries, and Yoplait USA. Corporate sponsors were Park Nicollet-Golden Valley (Gold); Bassett Creek Dental and Max Loff Real Estate (Silver); and Channel 12/NWCT, Valley Pastries, Gary Metchnek Edina Realty, and TruStone Financial Credit Union (Bronze)

Participants receive *Run the Valley* T-shirts, and commemorative medallions are awarded to the top male and female runners in each age group for both the 5K and 10K Runs.



Golden Valley Golf & Lawn Bowling Classic

The *Golden Valley Golf Classic*, held each year at Golden Valley's Brookview Golf Course, raises thousands of dollars each year for the GVHSF. Participants enjoy a day of fun and prizes, including continental breakfast and lunch. The 2015 event drew 32 golfers, 4 lawn bowlers, and raised around \$5,500. The 2016 event is scheduled for Friday, July 15.

Corporate sponsors for 2015 were Caroline Amplatz Giving LLC and Best and Flanagan LLP. Hole sponsors were Fisher Bren & Sheridan LLP, Gurstel Chargo, SEH Inc, WSB & Associates, and two anonymous donors. Other sponsors included BMGA, Crossroads Deli, GVHSF, and New Bohemia. Door prize sponsors included Best Wishes Floral, Boulevard Kitchen and Bar, Chipotle, Cinema Grill, Doolittle's, Down in the Valley, Einstein Bagels, Gigi's Cupcakes, Let's Dish!, Massage Envy, Metro Dining Cards, Mermaid Car Wash, Mort's Delicatessen, New Bohemia, 9Round Fitness, Noodles & Company, Papa John's, Teresa's Mexican Restaurant, Vic's, and Which Wich.



For more information about the GVHSF and its fundraising activities, go to www.goldenvalleymn.gov/boards/gvhsf/ or contact staff liaison Brian Erickson at 763-512-2366 or berickson@goldenvalleymn.gov.

Golden Valley Human Services Fund

Application for Funding 2017



Name of Agency/Organization _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Contact Person _____

Contact Person Title _____ Contact Email _____

What other funding sources provided money to your agency/organization for the last three years?

Briefly describe how the GVHSF funds will be used by your organization (ie, program or service, etc).

How many communities does your organization serve? Please list, and provide the number of clients for each community served in 2014.

Describe how **Golden Valley residents** directly benefit from the project/services you provide.

Describe the scope of services to **Golden Valley residents** your organization provides in a year (eg, the number of households served and the number of times on average a household receives help in a year).

If you received funds from the GVHSF in 2016, how were the funds used by your organization?

If you do not receive funds from the GVHSF in 2017, how would this affect your program?

Are you aware of any other agencies providing this project/services to **Golden Valley** residents?

No Yes *If yes, explain why they are not fulfilling the current needs:*

Signature _____

Date _____

Title _____

city of
golden valley

200 Brookview Parkway
Golden Valley, MN 55426
763-512-2366
www.goldenvalleymn.gov

*Attach additional sheet if needed.