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# THE DFL STATE OUTREACH AND INCLUSION COMMITTEE GRANT PROGRAM

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Dear Grant Applicant,

Thank you for your interest in applying for a grant from the DFL State Outreach and Inclusion Committee. Historically, this program has assisted DFL Local Party Units and Constituency Caucuses with Outreach and Inclusion initiatives designed to increase participation in the political process by underserved and underrepresented constituencies.

These grants have been made possible because of the DFL State Party's continued commitment to Outreach and Inclusion at all levels. In previous years, grant recipients used the grants awarded to defeat constitutional amendments, to design multilingual education tools to increase voter turnout, and to build additional chapters within DFL Constituency Caucuses.

This year, the party has budgeted \$15,000.00 for DFL Local Party Units and Constituency Caucuses. These funds will be available to eligible recipients using following allocations:

- The eight congressional districts are eligible to apply for up to \$1,000.00 in reimbursement (for use by Local Party Units within the congressional district or by the congressional district itself) to fund Outreach and Inclusion activities.
- \$2,000.00 for statewide initiatives is available to all eligible DFL Constituency Caucuses in good standing<sup>1</sup>.
- Any unallocated reimbursement grant dollars available after August 1<sup>st</sup> will be pooled together and made available to eligible DFL Local Party Units or DFL Constituency Caucuses in good standing<sup>1</sup>.

In this package are instructions on how eligible DFL Local Party Units and Constituency Caucuses can apply for these grants, along with the grant application itself. Please feel free to contact me for assistance or to answer any questions.

Yours truly,

Shivanthi Sathanandan  
DFL State Outreach Officer  
DFL State Outreach and Inclusion Committee Chair

Minnesota Democratic-Farmer-Labor Party  
255 E. Plato Blvd. Saint Paul, Minnesota 55107  
Cel: (651) 293-5170 | Email: [outreach@df.org](mailto:outreach@df.org)

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<sup>1</sup> A DFL Constituency Caucus is considered to be in good standing if it has met all the requirements outlined in the ARTICLE III GENERAL RULES AND POLICY - Section 14. Constituency Caucuses. of the DFL State Party Constitution and Bylaws.

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## OVERVIEW OF THE APPLICATION PROCESS

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To receive a grant, applicants must fill out an application and submit it to the DFL State Outreach Officer, Shivanthi Sathanandan. After review, the applicant will be invited to present the proposal to the State Outreach and Inclusion Committee. The proposal may be fully approved, partially approved, or denied by the committee. If approved, Chairman Ken Martin reviews the proposal. If approved by the Chairman, the applicant will be required to demonstrate the success of the activity in order to qualify for funding. Funding is limited to reimbursement of expenses incurred and adequately documented.

## PREPARING THE GRANT APPLICATION.

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Only DFL Congressional Districts, Local Party Units, and/or DFL Constituency Caucuses may apply for grants. In order to complete the attached application applicants will need the following information:

1. The name and contact information of the Chair, Vice Chair, and Outreach Officer (or appropriate person for outreach).
  - a. If the requesting applicant is not a DFL Congressional District or DFL Constituency Caucus, the contact information of the Congressional District Chair, Vice Chair, and Outreach Officer (or appropriate person for outreach) will be required.
2. A copy of the most recent Treasurers Report and most recent Campaign Finance Report.
  - a. If the requesting applicant is not a DFL Congressional District or Constituency Caucus, the most recent Treasurers Report and most recent Campaign Finance Report of the Congressional District will be required.

## COMPLETE THE APPLICATION.

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1. Provide requesting applicant's information
2. Provide a brief summary of the proposal including as much detail as possible
3. Provide a narrative of proposal
  - a. State goals and objectives for the project, the geographic area served, the underrepresented or underserved community being targeted, how success will be measured, and how the goals will be achieved.

4. Include details about overall project budget
  - a. Itemize each expense
  - b. Combine similar expenses into the same category
  - c. Provide information about how capable the organization is able to financially contribute to the project
5. Specify how much funding is being requested

## DFL STATE OUTREACH AND INCLUSION COMMITTEE GRANT APPLICATION

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Date: \_\_\_\_\_

### APPLICANT'S INFORMATION

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**Organization Information**

Name of Applicant \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Senate District \_\_\_\_\_ Congressional District \_\_\_\_\_

County Unit \_\_\_\_\_ Constituency Caucus \_\_\_\_\_

**Officers**

Name of Chair \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Vice-Chair \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Treasurer \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

Name of Outreach Officer \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

BRIEF PROPOSAL SUMMARY – PART ONE – PLEASE ATTACH NARRATIVE

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PART TWO – OVERALL PROJECT BUDGET AND GRANT REQUEST AMOUNT

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- A. Total Project Cost (Budget) \$ \_\_\_\_\_
- B. Applicant’s Contribution \$ \_\_\_\_\_
- C. Amount requesting \$ \_\_\_\_\_

| Item Description | Amount | Budgeted |
|------------------|--------|----------|
|                  |        |          |

Budgetary line items listed above are subject to review/revision. **Please be specific** in the proposal narrative. Why funding is needed for each line item/dollar amount. There is competition between all proposals, if an applicant cannot explain their needs thoroughly they run the risk of being prioritized below those that offer more specifics.

**Reminder: Grants are issued to reimburse expenses, not fund them ahead of time.**

Filed MN Campaign Finance Reports may be reviewed to determine the ability of a DFL Unit/Caucus to fund their Outreach Grant proposal themselves

## PART THREE – AUTHORIZATION SIGNATURES

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Applicant’s Chair or Vice Chair

\_\_\_\_\_  
Name / Signature / Date / Phone / Email

Applicant’s Treasurer

\_\_\_\_\_  
Name / Signature / Date / Phone / Email

Applicant’s Outreach Officer

\_\_\_\_\_  
Name / Signature / Date / Phone / Email

Congressional Outreach Officer  
(or appropriate person for outreach).

\_\_\_\_\_  
Name / Signature / Date / Phone / Email

DFL State Outreach Officer

\_\_\_\_\_  
Name / Signature / Date / Phone / Email

## SUBMIT COMPLETED GRANT APPLICATION.

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Applicants may submit a grant application once per calendar year and only after completing the following steps:

1. Secure signatures from the applicant’s Chair or Vice Chair, Treasurer, and Outreach Officer (or appropriate person for outreach)

Note: If the applicant is not a DFL Congressional District or Constituency Caucus the signature from the Congressional District Outreach Officer (or appropriate person for outreach) is also needed.

2. Attach all required financial disclosure documents from most recent Local Unit/Caucus Treasurers Report or Campaign Finance Reports
3. Attach project narrative and all other supporting documents
4. Send completed, signed, grant application along with all attachments to the DFL State Outreach Officer (Shivanthi Sathanandan) at [outreach@dfl.org](mailto:outreach@dfl.org), (651) 293-1200

Note: Applicants will be informed as to when they will be able to present their proposal to the Outreach and Inclusion Committee