



# hats&mittens

Spring 2018

Greetings!

**Thank you for your interest in applying for the Hats & Mittens grant!** Hats & Mittens is a charitable organization dedicated to helping children and youth. Each year Hats & Mittens holds a charity gala on December 30 to raise money and to collect new hats and mittens. Over the past 22 years we have collected over \$600,000 and 550,000 of sets of hats and mittens to distribute to organizations we partner with in the metro community.

Each year one organization is chosen for the monetary donation resulting from the proceeds of the event.

If you are interested in being considered for Hats & Mittens funding, we are asking you to help us in making our selection by completing and submitting the attached application **by July 12, 2018** (to be considered the application must be received by this date). Your application can be emailed to Hats & Mittens at the addresses provided below.

The Hats & Mittens Board of Directors will review applications and select three finalists at our **Saturday, August 18 board meeting**. Those finalists will be invited to make a presentation at our **Saturday, September 15** board meeting in the morning. Site visits to the top three organizations will be scheduled in the month of September prior to the presentation. If your organization is selected, you will be notified immediately following the September 15 meeting. This gives your organization over a year to work in partnership with Hats & Mittens to plan and execute a successful and fruitful event on behalf of your organization.

When selected, the Hats & Mittens board begins planning the 2019 gala in support of your organization. Our goal is to learn as much as we can about your organization so that our partnership can make the gala event as successful as possible. If your organization is selected, we ask that you plan to report back at the 2020 gala how the funding was used to benefit your organization.

Completed applications can be emailed to addresses provided. We look forward to receiving your application!

Sincerely,

Helen Distad, Selection Committee Co-Chair

952-807-8967 [hstidge@msn.com](mailto:hstidge@msn.com)

Karen Ploetz, Selection Committee Co-Chair

952-393-6783

[kdploetz@att.net](mailto:kdploetz@att.net)

Questions? Rebecca Sundquist 952-221-3400

Key Dates

**July 12**---application due to Hats & Mittens

**August 18**---three organizations will be selected to interview with Hats & Mittens Board

**September 15**---three organizations will make presentations at the Hats & Mittens board meeting; one group will be selected at that meeting. All groups will be notified on September 16 of the selection of the Board.

**December 30, 2018**---Hats & Mittens Winter Ball in support of P.E.A.S.E Academy

**December 30, 2019**---Hats & Mittens Winter Ball in support of newly selected organization

# Hats & Mittens – Funding Guidelines and Application Process

## **Hats & Mittens Mission Statement and Purpose**

Hats & Mittens was organized and launched on the kitchen counter of Rebecca Jorgenson Sundquist in Minnetonka in November of 1996. Rebecca recruited friends and colleagues to form the Hats & Mittens organization. The all-volunteer board pooled their collective skills to create the mission for Hats & Mittens: Friends gathering to celebrate the winter holiday season and help children in need.

Hats & Mittens is about warmth—warmth for children in our community who need hats & mittens, warmth for the organizations who faithfully serve children and families in our community, and warmth for the volunteers who live out mission by serving in the community building meaningful and life-long friendships in the process. In our community there is abundance and there is enough. Hats & Mittens along with our partners will provide the warmth.

Early on the Hats & Mittens board of directors decided each year it would choose a different non-profit organization to sponsor from the proceeds of the December 30 winter ball. The proceeds from this gala have ranged from between \$10,000-40,000 – the most successful events have been those where the recipient organization acts as a partner (not just a recipient) in the event. A list of possible ways to partner with us is part of the application.

In recognition of both tremendous need and the reality that many of the very worthy organizations in the metro area serving children would love to have a chance to be honored and have a sparkly night devoted to their work, the funding component of Hats & Mittens was born. The December 30 gala is a way for smaller, emerging and less visible organizations serving children in our community to be lifted up and appreciated. Potentially new volunteers, board members and donors will surface for these groups.

As Hats & Mittens has matured, our vision of funding has also evolved. In our selection process we prioritize organizations and programs that are:

- poised for strategic growth (such as adding a new site or capability to serve more children and youth) or
- demonstrate a one- time need that our funds could help fulfill (equipment, materials development, etc.)

## **Program Emphasis**

Funded organizations or programs within larger organizations must serve children and/or young people between 0-18 years of age (and/or their families)

Hat & Mittens has provided funding for diverse areas of programming from youth self-esteem and empowerment, education to youth about organ donation, youth suicide prevention education, housing and education support for youth and their families. The services for which support is being requested must impact children and/or young people.

## **Guidelines**

1. Hats & Mittens only accepts proposals from organizations serving children and young adults in Minnesota
2. Organizations receiving Hats & Mittens funding must be tax-exempt under Section 501(c)(3) of the Internal Revenue Code or be in a fiscal agency relationship with an organization that is tax exempt.
3. Grants are made for specific programs/projects but can also be for general operating support within those programs or projects.
4. Submitted applicants must have a functioning board and have current IRS 990 reports.

## **Characteristics of a Successful Grant Proposal**

Hats & Mittens board members value accountability, creativity and excellence in all aspects of managing our granted resources. In selecting grant recipients, the board looks for certain characteristics that can also be found in the accompanying grant application:

1. Description of the need or challenge the organization/program/project seeks to address
2. A brief summary of the organization's achievements in relation to the problem or need described in the proposal.
3. Results the program hopes to achieve. This can be provided in the form of the stated measurable objectives of the program if they exist.
4. Rationale for the selected program activities – a statement of why the organization believes they will work to achieve the objectives or desired results.
5. Any program evaluation results to date if they exist.
6. Demonstration of capable and committed staff and volunteer leadership.
7. Potential for sustaining a project after grant funding ends that can be demonstrated by telling us who some of your other funding sources are.
8. A project revenue and expense budget, including secured funds from other organizations.

# Hats & Mittens

## Proposal for Funding – Application

### Organizational contact information

Instructions: Please complete the following questions and attach the documents listed at the end of this application. You may use the space provided or attach other documents that provide the information requested. Complete, yet brief, answers are appreciated. Use your best judgment to tell us what you feel we need to know in order to best understand your work.

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**Name of organization**

**Legal name, if different**

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**Address**

**City, State, Zip**

**Employer Identification Number (EIN) – for you or your fiscal agent**

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**Phone**

**Fax**

**Web site**

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**Contact for this grant application**

**Title**

**Phone**

**E-mail**

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**Give a brief summary of organization's history, including the date your organization/project/program was established.**

**Who are the recipients of your services? Provide any demographic description you feel we need to know to understand who you serve in your program. Remember Hats & Mittens only funds organizations serving children and youth.**

**Describe the need or challenge the organization/program/project seeks to address. Please feel free to include key data or sample stories that support this description.**

**Provide the organization's mission statement and a statement of the results the program hopes to achieve. This can be provided in the form of the stated measurable objectives of the program if they exist. Please provide both long and short term objectives if they exist.**

**Provide a rationale for the selected program activities – a statement of why the organization believes they will work to achieve the objectives or desired results. Please feel free to reference any data or resources that support your choices.**

**Provide a summary of the organization/program/project's achievements in relation to the problem or need described in the proposal. Please feel free to include any program evaluation results that you have.**

**Please describe other event fundraising your organization does. We have found that funding from this event works best when the organization doesn't already have a gala-like event. Therefore, we expect that our event would be your major fundraiser for the year 2018.**

**What specifically will you use the Hats & Mittens donation for? Presume the donation will be between \$10,000 – 40,000.**

**Our organization will be able to provide the following in support of the event. Please check all that apply.**

- |   |  |
|---|--|
| <input type="checkbox"/> Printing of event invitations through a pro-bono relationship with a printer | <input type="checkbox"/> Solicitation of auction items                                     |
| <input type="checkbox"/> Postage for event invites and save the date cards                            | <input type="checkbox"/> Donation of auction items by board members                        |
| <input type="checkbox"/> Volunteer or staff help preparing invitations                                | <input type="checkbox"/> Purchase of tickets/tables by board members or other constituents |
| <input type="checkbox"/> Sales of corporate tables  | <input type="checkbox"/> Volunteers for the event  |
| <input type="checkbox"/> Organization mailing list that invites can be sent to                        | <input type="checkbox"/> A staffed table display at the event                              |
| <input type="checkbox"/> Speaker and/or video at the event to highlight your program                  | <input type="checkbox"/> Link on organization's website to event site                      |

**Check List of other documents to include:**

- List of current organizational board members and program advisors.
- List of program/project staff (and Executive Director of the organization if the project/program is part of a larger organization)
- A program/project revenue and expense budget, including a list of secured funds from other organizations.
- IRS determination letter for 501(c)(3) status

**Timeline:**

- Application deadline **Saturday, July 12, 2017**
- First review of applications by Hats & Mittens Board **Saturday, August 18**
- Final three organizations present to Hats & Mittens Board at the **Saturday, September 15** morning meeting (30 minute presentations starting @ 9:30am)
- **December 30, 2018** gala supporting P.E.A.S.E. Academy
- **December 30, 2019** gala celebration for winning organization

Email Application to: Helen Distad [hstidge@msn.com](mailto:hstidge@msn.com) or Karen Ploetz [kdploetz@att.net](mailto:kdploetz@att.net)

