

Twin Cities Fund - Capital Grants

Application Guidelines

Introduction

The Best Buy Foundation provides capital support directed specifically toward projects from nonprofit organizations aligned to our core philanthropic focus of Arts and Culture and Teens and Technology. Capital funding is available for current nonprofit partners in the seven-county Twin Cities metro area that have been funded within the last three years by the Best Buy Foundation. This grant includes three areas of focus. If your request falls under multiple areas, please select the category that most closely fits your request.

1. **Bricks and Mortar** – Support towards the total cost of acquisition, construction, repair, renovation, rehabilitation, creation, or improvement of public spaces or other improvements to a facility for the purpose of teens and technology or arts and culture programming.
2. **Equipment/Technology Hardware** – Support towards other capital purchases, including equipment and technology for the purpose of arts and culture or teens and technology. Teens and Tech organizations should provide teens from disinvested communities hands-on access to tech education and tools to be successful in school and future careers. This includes grants for technology purchases that will allow organizations to offer programming such as computing, robotics, 3-D printing, digital photography, filmmaking and videography, graphic design, audio production, game development, programming and app development. It is neither required nor expected that you purchase technology and equipment from Best Buy. Please do not specify where you will purchase technology on the application.

NEW for 2021

3. **Capacity** - Due to COVID-19, our community nonprofit partners have been forced to change how they operate. During this time of change, we will be offering the opportunity for a capital capacity grant to nonprofit partners. Capacity funding supports improvement of specific organizational capacities such as infrastructure operations, financial health and programs.

Eligibility

Who is Eligible to Apply?

Organizations must meet the following criteria to be eligible for Capital Grant support:

- Current nonprofit partner that has received funding from the Best Buy Foundation within the past three years.
- Nonprofit partner that has not received a capital grant from the Best Buy Foundation within the past three years.
- Organization that provides services in the Twin Cities 7-county metro area.
- Qualified 501 (c)(3) nonprofit or tax-exempt public charity with a valid IRS Tax ID.
- Grant requested is \$100,000 or more. If request is for under \$100,000, please contact the Best Buy Foundation staff regarding your capital request for alternative funding options at socialimpact@bestbuy.com.
- For capital bricks and mortar requests, organization must have already raised 50% of the capital campaign goal.
- Must be willing to participate in site visits by Best Buy Foundation staff and Best Buy Foundation Board members.

Ineligible Applicants

- Organizations composed exclusively for re-granting.
- Applications requesting only supplies or product donations.
- Organizations seeking funds to benefit:
 - Political, labor, fraternal, or civic organizations.
 - Religious organizations (for sectarian purposes).
 - Individuals.
 - Endowments.
 - Award ceremonies, memorials, conferences or travel.
 - Health, therapeutic or recreation programs, projects or activities.
 - Athletic teams or events.

Additional Application information

- The Best Buy Foundation will not fund endowments as part of a larger capital campaign.
- Subsequent capital campaigns will not be considered for at least three years after the last scheduled payment of a prior capital grant.
- An organization may be eligible to receive regular operating, program or project support in addition to receiving capital support through our Twin Cities Fund grants.

Application Review

Project Overview

In the project evaluation, reviewers will be evaluating:

- Population served and impact on the Twin Cities metro area.
- Project impact, including how the project will expand or complement existing community services.
- Project action plan that demonstrates how the organization will achieve its stated mission and vision.
- Evidence of Equity, Diversity, Inclusion and Access in programming.

Finance and Administration

In the evaluation of Operations, reviewers will be evaluating:

- Official place of business in the 7-county Twin Cities metro area.
- Articulated mission that is dedicated to arts & culture or teens and technology.
- Financial performance and health.
- Non-discriminatory employment and personnel practices.
- Diversity of staff and board.
- Plan or planning process that demonstrates how the organization will achieve its stated mission and vision.

Supplemental Material Requirements

Documentation listed below is required as part of this grant application proposal. Applicants should upload the documents listed below as PDFs. Applicants may also provide links to websites or videos with examples of recent programming.

Required

- Annual organization budget.
- Project budget.
- Non-Discrimination Policy.

Optional

- Long-range or strategic plan
- Board adopted plan to address any/all of the following: Equity, Diversity, Inclusion and Access.
- CPA reviewed or audited financial statements

Application Process

Preparing to apply: All application materials must be submitted online.

Application submission: Applications should be submitted through our grants portal at the following link: <https://www.cybergrants.com/bestbuy/CapitalGrantsapplication>. New users should register using the organization's EIN to access previously submitted grant applications.

Application Deadline: Applicants must submit their completed application, including all required supplemental materials by 5pm on Monday, February 1, 2021. Late applications will not be accepted. Applicants will receive a confirmation email when their full application has been successfully submitted.

Review Process

Foundation staff will review proposals to determine eligibility. Applicants will be notified by email if their proposal is deemed ineligible. The Foundation board and staff will review proposals according to program criteria listed in these guidelines. Virtual site visits with a Foundation board member in attendance will be required. Reviews will not be open to the public. However, applicants may request feedback once funding decisions have been announced by emailing socialimpact@bestbuy.com.

Grant Awards & Administration

Applicants will receive a notification with grant determination no later than April 30th. Award recipients will receive a second notification email when checks are distributed.

Reporting Requirements

Grantee partners will be required to submit an impact report one year from grant distribution. This report will address actual financial information and use of funds, goals and accomplishments, operational challenges and impact on the Twin Cities metro area.

Proposal Deadline and Administrative Information

Grant Awards	Awarded grants will be a minimum of \$100,000. The median grant amount is \$200,000.
Grant Period	Up to one year of funding.
Application Site Opens	January 1st 12:00 AM CDT Applications must be submitted through the online application portal: https://www.cybergrants.com/bestbuy/CapitalGrantsapplication
Proposal Due Date	Proposal must be submitted no later than February 1st, 5:00 PM CDT.
Notification Date	April 30.
Application Support	Use the “Need Support” link on the webpage
Program Contact	SocialImpact@BestBuy.com