

# Seed Fund Application

Minnehaha Creek Watershed District

Watershed Association Initiative Mini-Grant

October: 2008 to 2009

## **Fund Description:**

The Administrative/ Seed Fund is a part of the Watershed Association Initiative's Mini-Grant Program. The Fund is to be used to support newly forming groups in activities or events that grow their organization, such as a Kick-off meeting.

The Fund provides \$500 for organizations who have approved or adopted articles of incorporation and bylaws **or** obtained a fiscal agent; and have a plan in place for the Charter/Kick-off meeting (or its equivalent). Associations are allowed to make only one application for the Seed Fund dollars.

## **Process:**

E-mail application and supporting documents to:

Eli Condon

[elic@minnesotawaters.org](mailto:elic@minnesotawaters.org)

Subject Line: *WAI Membership Match Fund Application*



## **Organization Information:**

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address to Mail Check to: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person's...

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_



## **Supporting Documentation:**

### **1. Foundational Documents**

Submit as many of the following as possible and/or applicable:

- Articles of Incorporation
- Documentation of a fiscal agent
- Documentation of official recognition of your governing body (such as your Neighborhood Association, if you are a committee of your Neighborhood Association)

### **2. By-Laws for your Association**

### **3. Charter/ Kick-off Meeting Plan**

Provide a plan for the Charter/ Kick-off Meeting. You may provide a brief summary of your own or use the WAI Standard Kick-off Meeting Form provided by WAI Staff.

Plan should include:

- Event Location
- Refreshment plans
- Agenda for event
- Key-note speaker
- History of Association presentation
- Community outreach plan
- Consider potential members, who are you going to invite and how?
- Budget

### **4. Seed Fund Dollars Budget plan**

Provide a plan and budget for your use of the Seed Fund money. You may provide a brief summary of your own or use the WAI Standard Planning Form provided by WAI staff.

Include the following information:

- Events
- Cost
- How these are in accordance with your mission and goals

Examples of fund uses are:

- Marketing of event; member brochure or fliers
- Supplies for event; paper, food, group t-shirts