



The COACTION Fund - *Full Proposal Requirements*

A selected number of LOI applicants will be invited to complete a full proposal that will be due on **November 16, 2009**. This full application will need to more fully describe your organization or partnerships capacity building needs in terms of producing physical or economic change, connecting physical improvements with economic opportunity and measuring your impact on both people and places. The full proposal will ask you to address the following types of questions (Please note: precise wording of questions may be subject to change) along with specific questions that may pertain to your application.

1. Describe your community engagement strategies and how they have shaped (and will shape) your plans and strategies over the next three years?
2. Does your work connect residents to the prosperity of the regional economy through affordable housing choice and access and/or connect people to regional job growth sectors? Please describe:
3. What other work or strategies does your organization carry out or engage in partnerships to accomplish and how does it affect the overall quality of life for residents?:
4. List the top three funders of and investors in your work in each of the following categories: government, philanthropic, and corporate.

Application Attachments:

1. Current mission, goals, strategies/objectives, and expected outcomes (strategic plan).
2. Summary of your accomplishments (outputs, outcomes, and impact) in the last two years.
3. Most recent audited financial statement (if not previously submitted as part of other LISC programs or investments).
4. Recent monthly or quarterly financial status report (unaudited) for the organization that illustrates the type of financial information that is reviewed by the Board on a regular basis.
5. Copy of operating budget for fiscal year 2009 (showing all sources and uses of operating funding).
6. Current Board roster with names and addresses of all Board members. Please denote officers.
7. Copy of 501(s)(3) tax exempt IRS letter (if not previously submitted as part of other LISC programs or investments).
8. Completed federal W-9 form (if not previously submitted as part of other LISC programs or investments).
9. List of key staff members and brief description of their background, job duties, and expertise (resume may be substituted for description).
10. Certificate of Good Standing from State of MN dated within the last twelve months.
11. For partnership proposals, a copy of the letter/memorandum of understanding defining the roles and responsibilities of the partners.

Due 11/16/2009