

# Twin Cities Fund - Capital Grants

## Application Guidelines

### Introduction

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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 two areas of focus. If your request falls under both areas, please select the category that most closely fits your request. Requests can include programming or connections to Best Buy Teen Tech Centers. This will be considered a plus factor in the review process but is not necessary to receive funding.

### Capital Grant – Bricks & Mortar

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**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.

As part of their Bricks & Mortar proposal, applicants may also request support for equipment, technology or hardware purchases. 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.

### Who is Eligible to Apply?

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

- 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](mailto:socialimpact@bestbuy.com).
- Organization must have already raised 50% of the capital campaign goal.
- Current nonprofit partner that has received funding 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.
- Must be willing to participate in site visits by Best Buy Foundation staff and Best Buy Foundation Board members.

## Review Process

Foundation staff will review proposals to determine eligibility. Applicants will be notified by email if their proposal is deemed ineligible.

Best Buy Foundation board and staff will review proposals according to program criteria listed in these guidelines. In-person or virtual site visits with a Best Buy 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](mailto:socialimpact@bestbuy.com).

## Capital Grant – Capacity

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**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.

As part of their Capacity proposal, applicants may also request support for equipment, technology or hardware purchases. 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.

## Who is Eligible to Apply?

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

- 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](mailto:socialimpact@bestbuy.com).
- Current nonprofit partner that has received funding 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.

## Review Process

Best Buy Foundation staff will review proposals to determine eligibility. Applicants will be notified by email if their proposal is deemed ineligible.

The Best Buy Foundation Twin Cities Fund committee and staff will review proposals according to program criteria listed in these guidelines. In-person or virtual site visits with a committee member in attendance may be requested. Reviews will not be open to the public. However, applicants may request feedback once funding decisions have been announced by emailing [socialimpact@bestbuy.com](mailto:socialimpact@bestbuy.com).

## Additional Eligibility

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### 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.
- 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

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## 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

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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

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**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 the May 1<sup>st</sup> deadline at 5PM Central. Late applications will not be accepted. Applicants will receive a confirmation email when their full application has been successfully submitted.

**Registering with CyberGrants:** If you are registering for the first time, you may create credentials through CyberGrants FrontDoor or the Standard Login option. You will need to select this option every time you log into the system. For organizations registering with FrontDoor, the verification process takes 3-5 business days, after which you will be able to enter the system. For more information on FrontDoor, visit the [CyberGrants website](#).

Applicants who have previously applied for funding from Best Buy or the Best Buy Foundation may select the standard login option and use their existing credentials.

For account support, use the "Need Support?" option at the bottom of the login page.

## Grant Awards & Administration

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Applicants will receive a notification with grant determination no later than October 31<sup>st</sup>. 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

<b>Grant Awards</b>	Awarded grants will be a minimum of \$100,000. The median grant amount is \$200,000.
<b>Grant Period</b>	Up to one year of funding.
<b>Application Site Opens</b>	<b>February 1<sup>st</sup>, 8:00 AM Central.</b> Applications must be submitted through the online application portal: <a href="https://www.cybergrants.com/bestbuy/CapitalGrantsapplication">https://www.cybergrants.com/bestbuy/CapitalGrantsapplication</a>
<b>Proposal Due Date</b>	<b>Proposal must be submitted no later than May 1<sup>st</sup>, 5:00 PM Central.</b>
<b>Notification Date</b>	October 31 <sup>st</sup>
<b>Application Support</b>	Use the “Need Support” link on the webpage
<b>Program Contact</b>	SocialImpact@BestBuy.com

## Sample Application

NOTE: All applications must be submitted through the CyberGrants portal at <https://www.cybergrants.com/bestbuy/CapitalGrantsapplication>.

<b>Organization Information</b>	
Organization Mission Statement (Long Paragraph)(2000 character maximum)	Instructions: Please provide the organization's Mission Statement
Organization Description (Paragraph)(2000 character maximum)	Instructions: Describe your organization, including programs, projects, initiatives and population served.
*IRS Letter of Determination (File Upload)File Upload; 5242880 byte limit	Instructions: Please upload the organization's IRS 501 (c)(3) tax designation.
Organization Budget (Currency)(20 character maximum)	Instructions: Annual budget for the organization.

## Project Description

\*Project Title  
(Text)(255 character maximum)

\*Requested Grant Amount  
(Currency)(20 character maximum)

\*Program Summary  
(Paragraph)(500 character maximum)

Instructions:  
Please provide a brief summary or abstract of your grant request.

\*Project Start Date  
(Date)

\*Project End Date  
(Date)

\*Organization Category  
(Single-Select List)

- Teens and Technology
- Arts & Culture
- Other

\*Project Category  
(Single-Select List)

- Bricks and Mortar
- Capacity

Instructions:  
Which of the following categories does the project fall under? Please refer to the RFP for further information.

\*Number of People and Population Served  
(Paragraph)(4000 character maximum)

Instructions:  
What populations will benefit and estimate the number of people to be served (include geographic and demographic information). Be sure to include a statement about the need for this program/service as well as data that indicates why this project is needed at this point in time.

<p>*Goals and Objectives (Long Paragraph)(4000 character maximum)</p>	<p>Instructions: What are your goals and objectives for this grant? Please describe how you will use the funds from this grant.</p>
<p>*Logistical Opportunities and Challenges (Long Paragraph)(4000 character maximum)</p>	<p>Instructions: Is there anything important that we should be aware of about the logistical aspects of your program, given the Covid-19 pandemic? Please describe any notable logistical challenges and opportunities.</p>
<p><b>Administration and Finances</b></p>	
<p>*Is your organization BIPOC-led (Black, Indigenous, People of Color)? (Yes/No)</p>	<p>Instructions: An organization with an executive director who identifies as BIPOC or a board with more than 50% of its members who identify as BIPOC would be considered BIPOC-led.</p>
<p>Leadership - Race</p> <ul style="list-style-type: none"> <li>• % African American or Black</li> <li>• % Alaska Native or Native American</li> <li>• % Asian American or Asian</li> <li>• % Native Hawaiian or Pacific Islander</li> <li>• % White</li> <li>• % More than one race/ethnicity</li> <li>• % Unknown</li> </ul>	<p>Instructions: Approximately what percentage of your organizational leadership identify with each of the following racial backgrounds? Note: For this question, we understand if your responses do not total 100%.</p>
<p>Leadership - Ethnicity (Percentage List)</p> <ul style="list-style-type: none"> <li>• Hispanic, Latino/a, or Latinx</li> <li>• Not Hispanic Latino/a, or Latinx</li> <li>• Unknown</li> </ul>	<p>Instructions: Approximately what percentage of your organizational leadership identify as Hispanic, Latino/a or Latinx? Note: Your responses below should total 100%.</p>



<p>*Diversity of Staff (Paragraph)(2000 character maximum)</p>	<p>Instructions: What is the current diversity of your staff?</p>
<p>*Diversity of Board (Paragraph)(2000 character maximum)</p>	<p>Instructions: What is the current diversity of your board?</p>
<p>*Current Board Members (File Upload)File Upload; 20971520 byte limit</p>	<p>Instructions: Attach a list of current board members.</p>
<p>*Board Service (Yes/No)</p>	<p>Instructions: Is there a Best Buy employee serving on the board of this organization?</p>
<p>Best Buy Board Members (User-Defined List)</p>	<p>Instructions: If yes, please list names. Include board tenure and special roles held.  (ex: Jim Smith, 3 years on Board, Director)</p>
<p>Bricks &amp; Mortar requests only: Capital Fundraising (Paragraph)(4000 character maximum)</p>	<p>Instructions: Describe in detail the current capital fundraising plan.</p>
<p>Bricks &amp; Mortar requests only: Fundraising Goal (Number)(15 character maximum)</p>	<p>Instructions: What is the fundraising goal of this capital campaign? Please enter numeric Dollar amount</p>
<p>Bricks &amp; Mortar requests only: % Achieve Goal (Number)(15 character maximum)</p>	<p>Instructions: What percent of the goal has been achieved?</p>
<p>*Organization Budget Upload (File Upload)File Upload; 20971520 byte limit</p>	<p>Instructions: Please upload the completed Organization Budget. If needed, please click the link below to download the Organization Budget Template. <a href="#">Organization Budget Template.</a></p>
<p>*Program budget description (Paragraph)(2000 character maximum)</p>	<p>Instructions:</p>

	Provide a brief narrative description of the program's budget.
*Program Budget Upload (File Upload)File Upload; 20971520 byte limit	Instructions: Please upload the completed Program Budget. If needed, please click the link below to download the Program Budget Template. <a href="#">Program Budget Template</a>
*Additional Funding (Paragraph)(2000 character maximum)	Instructions: List names of corporations and foundations from which funding has been requested. Include dollar amounts and indicate which sources are committed or pending. Please use the following format: Amount - Organization - Status
*Audited Financial Statement (File Upload)File Upload; 20971520 byte limit	Instructions: Please upload your most recent audited financial statement.
Additional Information Upload (File Upload)File Upload; 524288 byte limit	Instructions: Please upload any additional documentation you would like to share regarding your programming.
<b>Supplemental Material</b>	
*Non-Discrimination Policy (File Upload)File Upload; 20971520 byte limit	Instructions: Please upload your organization's current Non-Discrimination Policy.
Equity, Diversity, Inclusion and Access (File Upload)File Upload; 20971520 byte limit	Instructions: If one exists, please update your Board adopted plan to address any/all of the following: Equity, Diversity, Inclusion and Access.
Strategic Plan (File Upload)File Upload; 5242880 byte limit	Instructions: If one exists, please upload your strategic plan.

**Authorization**

Diversity and Inclusion / Non-Discrimination Policy  
(No input required)

Instructions:  
Best Buy is an equal opportunity employer committed to an environment free of discrimination. Organizations seeking financial support from Best Buy or the Best Buy Foundation are asked to verify that their programs and services are offered without regard to race, color, ancestry, religion, gender identity or expression, sexual orientation, marital status, age, national origin, physical or mental disability (actual or perceived), medical condition, pregnancy (including childbirth or related medical conditions), veteran status, or any other characteristic protected by federal, state or local law, regulation or ordinance.

Applicant organizations which offer gender-based programs or have services designed to address the needs of specific populations (Native American, teens, etc.) may not, in and of themselves, be considered discriminatory and may be considered for funding.

Certification  
(Checkbox List)

- I certify that the organization complies with these statements.

Instructions:

\*Electronic Signature  
(Text)(500 character maximum)

Instructions:  
By entering your name and checking the certification box and selecting YES above, you are certifying that all information in the proposal is true and correct.