



## **Request for Proposal**

### **BACKGROUND**

The Board of Directors of Canterbury Park Holding Corporation established the Canterbury Park Minnesota Fund (CPMF) in 2003. The CPMF is administered through the Minnesota Community Foundation, a charitable foundation that manages funds throughout the state.

The primary source of funding for the Canterbury Park Minnesota Fund is through corporate profits and employee donations. Canterbury Park continues to be a member of the Minnesota Keystone program and pledge to contribute 2-5% of pre-tax profits to charitable organizations annually.

Canterbury Park Holding Corporation is a Company publicly traded on NASDAQ (CPHC), which owns and operates Canterbury Park Racetrack and Card Club in Shakopee, Minnesota. The primary businesses of the Company are pari-mutuel horse racing, hosting card games, and food and beverage operations.

### **PURPOSE:**

The Canterbury Park Minnesota Fund is seeking proposals from nonprofit organizations with innovative and creative projects designed to aid Minnesota's equine and agriculture communities, improve the state's responsible gaming programs and benefit our local community.

The Canterbury Park Minnesota Fund will review grant applications in the spring of each year.

### **FUNDS MAY BE GRANTED FOR:**

- Capital projects, program development or expansion, or special projects of a time limited in nature that improves the state's equine agricultural industry and/or the lives and communities of those associated with it.
- Programs that research, develop and aid responsible gaming programs.
- Projects and programs designed to benefit Shakopee and/or Scott County

### **FUNDS MAY NOT BE GRANTED FOR:**

- Personal grants to individuals

## **HOW TO APPLY**

Applications must be submitted in writing to the Canterbury Park Minnesota Fund by March 31, 2017. Organizations are encouraged to submit proposals prior to the deadline. Electronic applications are acceptable. If proposal is mailed, please submit 6 copies of your grant application.

Funded projects are eligible to apply each year for re-consideration; however, priority may be given to new projects and organizations. This is a competitive grant process. Due to the large amount of applications that are received, unfortunately not all proposals will be funded. For questions regarding the application or grant process, please call the Canterbury Park Minnesota Fund at 952-233-4879.

### **Please mail your proposal and all attachments to:**

The Canterbury Park Minnesota Fund

Attn: Michele Dahl

1100 Canterbury Road

Shakopee, MN 55379

## **NARRATIVE GUIDELINES:**

1. Description of the organization(s) or facility submitting the request and primary populations served.
2. If this is a collaborative request, names and affiliation of planning and implementation partners and a description of the role of each partner in completing this project.
3. Describe the project and goals, the specific needs it addresses and the community/population to be served.
4. How does the project relate to the goals/focus areas of the Canterbury Park Minnesota Fund.
5. Description of the specific action steps for completion of the project, including timeline.
6. Description of what will constitute success and how it will be measured at the end of the grant period
7. Description of long-term funding plans and how the program will be sustained.
8. Description of the qualifications and experiences of the principal staff members of the project in relation to its purpose and objectives.

## **PROPOSAL BUDGET**

Provide a detailed budget of the project's income and expenses, including a narrative description of each category of income and expense.

## **ATTACHMENTS:**

Complete and submit the attached application and all documentation listed in the submission guidelines.

## **RFP TIMELINE**

Applications will be reviewed in the spring of each year and receipts will be notified accordingly.



## Application Form

### CONTACT AND PROFILE INFORMATION:

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

Address: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Executive Officer: \_\_\_\_\_ Project Contact: \_\_\_\_\_

Project Title: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Proposed Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

### SUBMISSION ATTACHMENTS:

- \_\_\_1. A Copy of the applicant organization's most recent letter of exemption from the Internal Revenue Service demonstrating that it is an organization exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code, and stating whether or not it is a private foundation.
- \_\_\_2. Audit or year-end financial statement for the most recently completed fiscal year, the current year's operating budget, and current year-to-date income and expense statement.
- \_\_\_3. Names and affiliations (place of employment and/or other relevant community involvement) of the policy board responsible for the management of the applicant organization.
- \_\_\_4. All information requested in the narrative guidelines, including a detailed budget proposal for the project.

### FOR ADDITIONAL INFORMATION:

For additional information on the Canterbury Park Minnesota Fund, or the grant process, please contact Michele Dahl, Executive Assistant at 952-233-4879 or [mdahl@canterburypark.com](mailto:mdahl@canterburypark.com).