



CHS FOUNDATION

5500 Cenex Drive
Inver Grove Heights, MN 55077

651-355-5129
651-355-5073 *fax*

chsfoundation.org

2010 Cooperative Education Grants Program Guidelines

Application receipt deadline: Oct. 1, 2009

Objective

To invest in programs that develop and enhance the understanding of cooperative business through education, professional development, and practical experience.

Priorities

- Programs that maximize collaboration and innovation through efficient use of resources and technology
- Programs that employ participation fees, in-kind donations, matching funds, other investment support from outside organizations
- Program support is given priority over projects or materials

Target audiences

- Youth through college-age students
- Young agricultural producers
- General public
- Innovative projects including other target audiences

Funding Criteria

- Funding supports actual program costs, such as:
Program materials/distribution, meeting space rental, program staff, meals, lodging, transportation, and professional development
- Funding does **not** support:
Legislative activities, regularly published newspapers or periodicals, conventions or annual meetings of the organization, office equipment, supplies, space or depreciation, bookkeeping or accounting functions, staffing other than cooperative education, non-educational materials or activities

Financial Accountability

The IRS places some requirements on recipients of funds from a private foundation to an organization other than a 501(c)3. If a grant is approved, the CHS Foundation will require a commitment letter that agrees to certain conditions:

- Grant funds may be used only for the program described in the project
- Grant funds must be placed in a segregated account
- Grant funds not expended within the time period in the program request, and any funds and interest not used for purposes of the grant, must be returned to the Foundation
- Financial records on projects must be kept for four years

Awards Schedule

Grants will be awarded for a period beginning on or after Jan. 1, 2010 and ending on or before Dec. 31, 2010. Applicants seeking multiple years of funding must apply for additional funding through subsequent grant periods.

2009 Timeline:

Applications must be submitted by Oct. 1, 2009. Announcements will be made in early December.

Application Forms

Please complete and submit an electronic application at www.chsfoundation.org before Oct. 1, 2009. No exceptions.