

# Partners in Community Impact

Supporting organizations creating stronger communities for everyone.

# Grant Guidelines

## HOWARD COUNTY COMMUNITY FOUNDATION GRANTS - 2022

SNAPSHOT		
<b>APPLICATION OPENS</b>	<b>DECEMBER 1, 2021</b>	This document provides the necessary details about this specific grant opportunity, including deadlines and eligibility requirements. For information about accessing the online grants management site, tips on grantwriting, and more, visit the Grantseeker Resources section of our website ( <a href="http://www.cfneia.org">www.cfneia.org</a> ). If you have any additional questions, please contact Program Manager Dotti Thompson at 319-243-1358 or <a href="mailto:dthompson@cfneia.org">dthompson@cfneia.org</a> .
<b>APPLICATION DEADLINE</b>	<b>JANUARY 31, 2022 AT 5:00 PM</b>	

### About the Howard County Community Foundation

The Howard County Community Foundation, an affiliate of the Community Foundation of Northeast Iowa, was formed by and for the people of Howard County with the intent to encourage endowment building for the long-term benefit of the County. The Community Foundation's main goals are to support Howard County and to attract additional funds to assist donors in creating lasting legacies through a variety of giving options within Howard County.

### What We Fund

The Howard County Community Foundation provides grants to improve life in Howard County, Iowa. The Foundation wants to develop communities that people want to live, work, play and stay. Areas of Foundation giving are:



Arts & Culture



Community Betterment



Education & Youth Development



Environment & Animal Welfare



Health



Human Service

### Eligibility to Apply for Funding

Organizations must provide benefits to the people of the Howard County and must meet the following criteria in order to apply for a grant:

- Be classified as a 501(c)(3) nonprofit organization or be a government entity. Tax-exempt organizations classified as other than 501(c)(3) are also eligible if and only if the project is deemed charitable; please contact our office to discuss the project's eligibility prior to submitting a proposal.
- Be current with all state and federal reporting requirements, such as filing of 990 forms.
- Must not have any past due grant reports for previous Howard Community Foundation grants.

For groups, projects, or initiatives that do not meet the above eligibility requirements, the Community Foundation will consider your requests if submitted through a fiscal sponsor. Fiscal sponsors must be classified as a 501(c)(3) or a government entity. The Foundation prefers that the fiscal sponsor's mission closely align with the sponsored project. Fiscal Sponsors will be legally and financially responsible for any grant funds that are awarded by the Howard County Community Foundation.

It is suggested that applicants, in particular first-time applicants, contact Program Manager Dotti Thompson (319-243-1358 or [dthompson@cfneia.org](mailto:dthompson@cfneia.org)) to explore the appropriateness of requests and for any further guidance

## Restrictions

- One application per organization with the exemption of Government Entities and Fiscal Sponsors; however, fiscal sponsors may submit only one application per sponsored organization and government entities may submit only one application per department. Schools are considered government entities for grant purposes.
- Minimum grant request is \$1,000. Grant awards will be between \$1,000 - \$15,000. **Preference will be given to larger impact grants.**
- Inherently religious activities such as religious worship, instruction, or proselytization or activities that promote specific religious doctrine are not eligible.
- **General operating costs of salaries, wages, & travel are not eligible for funding. Operational costs of the actual project are eligible.**
- The following organizations are eligible for specific projects only:
  - Churches – for projects that provide community services/activities.
  - Economic development organizations - for marketing/education projects that benefits the whole community, not just member businesses.
  - Service clubs and veterans' organization (with eligible tax-exempt status) - for charitable community projects.
- A detailed **Project Budget** listing all expenses and income sources **specific to the requested project** must be uploaded into the application. Estimates and invoices may be included in the Support Document section of the application.
- Late, incomplete, or hard copy applications will not be considered. Incomplete applications are those that are in DRAFT mode at the time of the application deadline.

## Review Criteria

Applications will be reviewed and scored on the following elements:

- **Organization** – The overall health of the organization and how the application reflects the organization's capability for completing the project.
- **Feasibility** – The probability the project will be successful, including the organization's level of staff/volunteers and collaboration with community partners, without long-term financial support from the HCCF.
- **Community Need and Outcomes** – The need for the project and how the proposed outcomes impact the community/county.
- **Project Budget** – The details of the budget and the ability to secure and/or leverage other funding sources, including in-kind services.

## Funding Priorities

Highest priority for funding is given to projects that:

- Address a community need, demonstrates broad-based community support, and provides benefits that are community/county wide.
- Show support through in-kind services/volunteer labor or leveraged funding from other sources.
- Maximize community resources through cooperation and collaboration with other organizations in the community and work to eliminate redundant services, programs, or projects.
- Show long-term sustainability.

## Grant Selection Process

The Howard County Community Foundation is made up of community volunteers from throughout Howard County. This committee is responsible for making funding recommendations to the Community Foundation of Northeast Iowa's board of directors. The Committee carefully reviews and considers all eligible applications based on the guidelines stated herein. The 2022 Governing Committee is:

Alice Back	Becky Fritcher	Bruce Weigel
Kristen Burke	Ronda Hughes	Bart Wilson
Rosalie Christensen	Ryan Manske	Jim Zajicek

## How to Apply

Applicants interested in seeking grants from the Howard County Community Foundation should fully review these grant guidelines prior to submitting an application to ensure all eligibility requirements are met. Applications must be submitted through the foundation's online grant management system. Visit [www.howardccf.org](http://www.howardccf.org) to access the online grant system, and to find additional resources for grant seekers.

## Important Dates

- The grant application deadline is **5:00 pm** on January 31, 2022. *Technical assistance will be available to applicants until 5:00pm on the date of the deadline.*
- All applicants will be notified of the results of the grant process in mid-March 2022.
- Grant awards will be presented during a ceremony on April 19, 2022. Details on the award ceremony will be provided at a later date.
- Grant reports, for successful applications, will be due April 30, 2023.

## Grant Conditions

Awarded applicants are required to:

- Sign a Terms of Grant agreement which clarifies legal parameters for use of the grant.
- Submit a Grant Report to show the results of the project and to show that all the funds have been spent as intended. (If the project takes longer to complete, the Community Foundation will consider a request to extend the Grant Report deadline.)

## Questions

Applicants should contact our administrative office at 319-243-1358 or [dthompson@cfneia.org](mailto:dthompson@cfneia.org) with specific questions on eligibility and the application process.