

Partners in Community Impact

Supporting organizations creating stronger communities for everyone.

Grant Guidelines

BUCHANAN COUNTY COMMUNITY FOUNDATION - 2019 GRANT GUIDELINES

SNAPSHOT		
APPLICATION OPENS	FEBRUARY 1, 2019	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 (www.cfneia.org). If you have any additional questions, please contact Program Manager Dotti Thompson at 319-243-1358 or dthompson@cfneia.org .
APPLICATION DEADLINE	APRIL 1, 2019	

About the Buchanan County Community Foundation

The Buchanan County Community Foundation, an affiliate of the Community Foundation of Northeast Iowa, is a 501(c)(3) non-profit organization created by and for the people of Buchanan County. Our mission is to enhance the quality of life for the people of Buchanan County by helping donors carry out their charitable intent and by providing responsible stewardship of gifts for community purposes.

What We Support

The Buchanan County Community Foundation provides grants to improve life in Buchanan County, Iowa. We want to help develop communities that people want to live in, as well as to benefit rural areas of the county. Areas of Foundation giving are:



art & culture



community betterment



education



environment



health



historic preservation



human service

Eligibility to Apply for Funding

Organizations must provide benefits to the people of the Buchanan 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 Buchanan 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 Buchanan 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) 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.** Government entities may submit only one application per department. Schools are considered government entities for grant purposes
- The minimum request is \$1,000; maximum request is \$10,000.
- **Applicants must use the Budget Template that is embedded in the application; those that do not include the required Budget Template will be disqualified (see page 4 for example).**

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.
- **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

- High priority is given to volunteer projects and/or those that have matching funds from other sources
- Project description and community impact will be given significant consideration
- Organizations with offices outside of our county should show how the project will benefit county residents
- The BCCF supports **specific projects** that enhance the work of nonprofit groups.
- **Capacity building requests that include general operations support will be considered. Capacity building rationale must be included in the application for this type of request.**
- Low priority will be given to projects that cannot show sustainability without additional long-term financial support from the BCCF

Please bear in mind that BCCF may decide to fund only a portion of the requested amount.

Grant Selection Process

The Buchanan County Community Foundation is made up of community volunteers from throughout Buchanan 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 2019 Governing Committee is:

Tricia Beatty	Pete Gaumer	Don Shonka
Brad Bleichner	Dawn Kress	Karen Stephenson
Donna Boos	Corrine Love	Annie Vander Werff
Heather Federspiel		

How to Apply

Applicants interested in seeking grants from the Buchanan 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.buchanancf.org to access the online grant system, and to find additional resources for grant seekers.

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.

Applicant Workshop 2019

Applicants are encouraged to attend a workshop to ask questions during a panel discussion to further explain the grant process and guidelines. Two workshops will be offered at the Jesup Public Library Community Room on **Wednesday, February 5 from 12:00 p.m. - 1:00 p.m. and from 6:00 p.m. - 7:00 p.m.** **There is an option to attend via Zoom.** Please contact Pete Gaumer at cgaumer@hotmail.com for more information about the workshops.

Important Dates

- **The grant application deadline is 11:59pm on April 1, 2019.**
- All applicants will be notified of the results of the grant process in mid-June 2019.
- Grant awards will be presented during a ceremony in July 2019.
- Grant reports, for successful proposals, are due January 31, 2020.

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

Contact our administrative office at 319-243-1358 or dthompson@cfneia.org with specific questions on eligibility or the general grant process.

Sample BCCF Project Budget					
Project: Roof Repairs					
Project Expenses	Total Project Cost	BCCF Request	Other Funding Amt.	Other Funding Source	Funding Status
Roofing Shingles	4000.00	2000.00	1000.00	Agency Funds	Received
			1000.00	Grant - Walmart	Pending
Roofing Supplies	2000.00	500.00	500.00	In-Kind-Menards	Secured
			1000.00	Donations	Received
Labor	1500.00		1500.00	In-Kind- Volunteers	Secured
Total	\$7,500.00	\$2,500.00	\$5,000.00		

Instructions:

Enter each expense line item for the project in the Project Expenses column (Column A). In the Total Project Cost column, enter the total cost for the corresponding line item (Column B). The cost of the line item that is being requested from the BCCF is entered into the BCCF Request column (Column C). Any additional funding amounts for each project expense are entered separately by funding source into the Other Funding Amt. column (Column D). The type of funding source must be selected from the drop-down list in the Other Funding Source column (Column E). Select the appropriate funding status for each funding source in the Funding Status column (Column F) from the drop-down list. You may add more rows as needed. **The Total Project Cost column must equal the BCCF Request column plus the Other Funding Source Column.**

Funding Source Definitions:

Agency - Funds from the organization's budget or reserves

In-Kind Services - Labor or other services provided at a reduced or no cost or by volunteers

Grant - Grant funds other than those from the BCCF

Donations - Funds received from private individuals or businesses

United Way - Funds received through United Way organizations

Other - Funds from a source not listed

Funding Status Definitions:

Pending - Funds have been sought, but are awaiting approval/denial

Secured - Funds have been committed but not received by the organization

Received - Funds have been received and are earmarked for the project