



## 2018 GRANT APPLICATION GUIDELINES

### 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 AND CULTURE

COMMUNITY BETTERMENT

EDUCATION

ENVIRONMENT

HEALTH

HISTORIC PRESERVATION

HUMAN SERVICE

### 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, but generally does not provide general operations support. **Rationale must be included in 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 grant a portion of the requested amount. Many factors weigh into the scoring process – demonstration of need, leverage of other funds or community support, amount of cash or in-kind match, community impact, proposed evaluation of results, and strength of an organization.

### Applying for a Grant

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](http://www.buchanancf.org) to access the online grant system, and to find additional resources for grant seekers.

**Applications must be submitted by 11:59 pm on April 1, 2018**

*It is suggested that applicants, in particular first-time applicants, contact Program Manager Dotti Thompson to explore the appropriateness of requests and for any further guidance. (See page 2 for contact information)*

### Eligibility to Apply for Funding

- **Applicants must be tax-exempt 501(c)(3) organizations or government entities.** Charitable projects conducted by tax-exempt organizations classified as *other* than 501(c)(3) may also be eligible. If an organization is NOT a 501(c)(3) organization, or equivalent, they must partner with an eligible Legal Applicant/Fiscal Sponsor, who must submit the application. Please contact our administrative office with questions about eligibility.
- **Fiscal Sponsors are legally and financially responsible for funds that are approved and granted from BCCF.**
- One application per project (exceptions may be made for government entities or Fiscal Sponsor organizations).
- **The minimum request is \$1,000; maximum request is \$10,000.**
- If the organization has received past funding from the Buchanan County Community Foundation, all grant reporting must be up to date and in good standing.
- There are no set of criteria that, if met, will guarantee funding.

**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 2018

Applicants are invited to attend a workshop to further explain the grant process and guidelines. This year we have scheduled one session at the Independence Public Library Community Room on **Wednesday, February 7 from 12:00-1:00 p.m.** Please contact Mark McGarvey ([mcgarvey104@gmail.com](mailto:mcgarvey104@gmail.com)) or 319-404-7244 to RSVP or for more information about the workshop.

### Grant Decisions and Award Dates

- **The grant application deadline is 11:59pm on April 1, 2018.**
- All applicants will be notified of the results of the grant process in mid-June 2018.
- Grant awards will be presented during a ceremony in July 2018.

### 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 by **January 31, 2019** on the outcome of the funded project.

### Questions

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

Contact Chair, Mark McGarvey at [mcgarvey104@gmail.com](mailto:mcgarvey104@gmail.com) or 319-404-7244 with questions about the committee's funding priorities or the applicant workshop.

### Buchanan County Community Foundation Governing Committee

Tricia Beatty, Independence

Heather Federspiel, Independence

Pete Gaumer, Independence

Dawn Kress, Winthrop

Corrine Love, Quasqueton

Mark McGarvey, Independence

Don Shonka, Independence

Karen Stephenson, Independence

Annie Vander Werff, Jesup