



2018 GRANT APPLICATION GUIDELINES

About the Winneshiek County Community Foundation

The Winneshiek County Community Foundation (WCCF) is a public foundation established in December 1997, now affiliated with the Community Foundation of Northeast Iowa. It is a 501(c)(3) non-profit organization created by and for the people of Winneshiek County. The Foundation's mission is to strengthen Winneshiek County communities by encouraging charitable giving to create legacies for the future. We offer world-class donor services and wise investing. Our grants are designed to act as a catalyst for community transformation and growth, enriching the lives of all area citizens.

What We Support

The Winneshiek County Community Foundation provides grants to improve life in Winneshiek 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

The WCCF gives priority to projects that:

- Address important needs in the county
- Encourage additional funding through matching gifts from other donors and in-kind donations
- Provide realistic plans for continuation funds (if applicable) from other sources
- Yield substantial benefits to the county for the resources invested

Review Criteria

Applications will be scored on the following criteria:

- Project Description – 20 points
- Community Impact – 30 points
- Project Budget – 30 points
- Project Evaluation – 10 points
- Matching Funds, Collaboration & Sustainability – 10 points

Please bear in mind that WCCF 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 Winneshiek 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.winneshiekccf.org to access the online grant system, and to find additional resources for grant seekers.

Applications must be submitted by 11:59 pm on January 10, 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

- Applying organizations must be tax-exempt, non-profit entities classified by the IRS as 501(c) (3) organizations or government entities. If an organization is NOT classified by the IRS as a 501(c)(3) charitable organization, or equivalent, they must partner with an eligible Legal Applicant/Fiscal Sponsor, who must submit the application. **Fiscal Sponsors are legally and financially responsible for funds that are approved and granted from WCCF.**
- Only one application per organization (exceptions may be made for government entities or Fiscal Sponsor organizations) can be submitted.
- **Applicants must use the Budget Template that is embedded in the application (see page 3 for example).** All applications require complete budget details and must indicate what other funding sources, if any, have been secured or are pending approval. We encourage you to secure local vendors for your supplies and services, if applicable and feasible. **Income and expense section must be equal before submitting application.**
- If the organization has received past funding from the Winneshiek County Community Foundation, all grant reporting must be up to date and in good standing. **Failure to complete required reports for past grant cycles will make applicants ineligible for the current grant cycle.**

The WCCF will not award grants to individuals or for “for-profit” businesses. The WCCF will not provide funding for endowments, for re-granting, for advocacy, for political purposes, or for “welfare” purposes.

Grant Decisions and Award Dates

- The grant application deadline is 11:59pm on January 10, 2018.
- All applicants will be notified of the results of the grant process in mid-March 2018.
- Grant award ceremony will be held in October 2018.

We highly encourage you to advertise your project and you must acknowledge the Winneshiek County Community Foundation as a sponsor of the project.

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 **October 31, 2018** on the outcome of the funded project.

Computer or Technology Needs

If you don't have a computer, are in need of help scanning and uploading documents, or other technology assistance, the Winneshiek County Library Association's public libraries offer assistance. Contact them for hours of operation.

Decorah - 563-382-3717

Ossian - 563-532-9461

Calmar - 563-562-3010

Spillville - 563-562-3723

Fort Atkinson - 563-534-2222

Questions

Applicants should contact Program Manager Dotti Thompson at 319-243-1358 or dthompson@cfneia.org with questions on eligibility or assistance with the application process.



2018 Project Budget Worksheet

Expenses				
*Cost breakdown	\$ WCCF Funds Requested	Other Committed Funds	In-Kind Funds (Broken-down)	Total
Labor	\$500.00	\$1,000.00	\$1,000.00	\$2,500.00
Materials	\$1,000.00	\$2,000.00		\$3,000.00
Travel	\$250.00			\$250.00
Marketing	\$175.00	\$75.00	\$25.00	\$275.00
				\$0.00
				\$0.00
Total	\$1,925.00	\$3,075.00	\$1,025.00	\$6,025.00
%	32%	51%	17%	100%

Matching Income				
Income Type	Sources	Project Detail	Status	Total
Grant	WCCF		pending	\$1,925.00
Applicant Funds	General Operations	Labor	received	\$500.00
	General Operations	Materials	received	\$1,000.00
In-Kind Funds	Volunteer Services	Labor	secured	\$1,000.00
	Donation - Awesome Newspaper	Marketing	received	\$25.00
	Donation - ABC Lumber	Materials	secured	\$500.00
	General Donations	Labor	pending	\$500.00
Other Grants	Menards Community Grant	Materials	secured	\$500.00
	Winneshiek Economic Dev	Marketing	secured	\$75.00
				\$0.00
				\$0.00
Total				\$6,025.00

*Use this document for your project budget. You may change or add to the Cost Breakdown column as it applies to your particular project. The figures that are included are just a sample to show you how the document will calculate your data. Be sure you double check your totals on the right and at the bottom before you are finished. For the matching income section of the budget, list where the matching income will come from, the source of the income, what it will be used for in the project and whether it is secured, received or pending. Once you complete and save the information, upload this file with your application in the Project Budget section.

Please Note: For in-kind services, general laborers performing unskilled labor are to be billed at minimum wage. Skilled volunteers can be billed out at their normal rates as long as they perform within their area of expertise. For example: a carpenter who normally charges \$15/hour can have in-kind services equal \$15/hour if doing carpentry work. If the carpenter is washing windows or cleaning floors, the hourly compensation for the service would be minimum wage.

NOTE: The total for the matching income section must equal the expense section.



Application Checklist:

- Guidelines Reviewed
- Eligibility Verified or Fiscal Sponsor Secured
- Budget Complete using Required Template
- Government Entity Proof Uploaded, if applicable
- Project Bids Uploaded
- All Other Required Uploads Completed
- Required Signatures Completed
- Application Submitted by 11:59pm on 1/10/2018