



2019 GRANT APPLICATION GUIDELINES

About the Butler County Community Foundation

The Butler County Community Foundation, an affiliate of the Community Foundation of Northeast Iowa, is created by and for the people of Butler County. The Community Foundation's main goals are to support Butler County and to attract additional funds to assist donors in creating lasting legacies through a variety of giving options within Butler County.

What We Support

The Butler County Community Foundation provides grants to improve life in Butler 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, and Human Service.**

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.

Grant Selection Process

Committee members of the Butler County Community Foundation review and evaluate submitted applications before making final funding recommendations.

Applying for a Grant

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

Applications must be submitted by 11:59 pm on December 31, 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

To be eligible for a grant, applicants must be **501(c)(3), tax-exempt non-profit organizations or government entities** in good standing with the IRS, and the projects must benefit the residents of Butler County. Charitable projects conducted by tax-exempt organizations classified as **other** than 501(c)(3) may also be eligible; please contact our office to discuss your proposal.

Other eligibility:

- For groups, projects, or initiatives that are not classified by the IRS as 501(c)(3), tax-exempt non-profit organizations (or equivalent) or government entities, the 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.
- Eligible applicants may also include: churches (community services/activities), economic development organizations (for marketing/education that benefits the whole community, not just member businesses), and service clubs with eligible tax exempt status (for charitable projects).
- 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.
- **Grant request *minimum* is \$500. Request under \$500 will not be considered.**
- If the organization has received past funding from the Butler County Community Foundation, all grant reporting must be up to date and in good standing, or they will be considered ineligible to apply.

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.

Grant Decision and Award Dates

- **Applications must be submitted by 11:59pm on December 31, 2018.**
- Grants from the Butler County Community Foundation will be approved in March 2019.
- All applicants will be notified of the results of the grant process by mid-March 2019.

Grant Conditions

Awarded applicants are required to:

- Sign a Terms of Grant Agreement which clarifies legal parameters for use of the grant.
- Submit a short online report by **October 31, 2019** on the outcome of the funded project.

Questions

Applicants are encouraged to contact our administrative office at 319-243-1358 or dthompson@cfneia.org with specific questions.

Butler County Community Foundation Governing Committee Members

John Backer

Patricia Hummel

Carly Pollock

Diane Buss

Mardee Johnson

Lisa Schmitz

Rusty Eddy

Jerry Orr

Jeff Kolb – Ex-Officio

Ursula Hoegsberg

Jade Pecha