

# Partners in Community Impact

Supporting organizations creating stronger communities for everyone.

# Grant Guidelines

## TAMA COUNTY COMMUNITY FOUNDATION GRANTS - 2022

SNAPSHOT		
APPLICATION OPENS	NOVEMBER 1, 2020	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.cfnea.org">www.cfnea.org</a> ). If you have any additional questions, please contact Program Manager Dotti Thompson at 319-243-1358 or <a href="mailto:dthompson@cfnea.org">dthompson@cfnea.org</a> .
APPLICATION DEADLINE	JANUARY 15, 2021 AT 5:00PM	

### About the Tama County Community Foundation

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

### What We Fund

The Tama County Community Foundation will provide grants to improve life in Tama County, Iowa. We want to help develop communities that people want to live in, as well as to benefit rural areas of the county. Foundation funding supports projects in the following program areas:



Arts & Culture



Community Betterment



Education & Youth Development



Environment & Animal Welfare



Health



Human Service

### Eligibility to Apply

Organizations must provide benefits to the people of the Tama 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 outstanding grant reports for previous Tama 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 Tama County Community Foundation.**

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

## Restrictions

In addition to the eligibility requirements, the following restrictions apply:

- One application per organization per year with the exemption of Government Entities and Fiscal Sponsors; however, fiscal sponsors may only submit one application per sponsored organization.
- Government entities may submit only one application per department. Schools are government entities.
- **The administration of each city and the county may only submit one application for a city/county-wide project (for example: banners for the downtown).** This is in addition to separate applications for different departments.
- Grant request minimum of \$1000. Request under \$1000 will not be considered.
- Budget template in application **must** be used to submit the project budget. **Applications that do not use the template will not be considered.** (See page 4 of the guidelines for a sample project budget using the required template.)
- **Bids/estimates for purchases or contracted labor are strongly encouraged and should be attached in the Support Document section of the application.**
- 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
- The TCCF will not support requests for the following:
  - fundraising activities **or one-time events**
  - funds that will be re-granted by the applicant
  - project expenses incurred/completed prior to grant notifications
- Inherently religious activities such as religious worship, instruction, or proselytization or activities that promote specific religious doctrine are not eligible.
- **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.
- **Community Impact 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

- Requests that show multiple funding sources for project will be given higher priority by the Tama County Community Foundation.
- Requests that include salaries and/or labor will be given lower priority by the Tama County Community Foundation. Requests with detailed bids/estimates are given preference when labor is included in the project request.

## Grant Selection Process

The Tama County Community Foundation is made up of community volunteers from throughout Tama 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:

Gloria Fonseca	Mary Ann Gregory
Dixie Forcht	Melanie Kemper
Sara Forrester	Chris Schafer
Darvin Graham	

## How to Apply

Applicants interested in seeking grants from the Tama 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.tamaccf.org](http://www.tamaccf.org) to access the online grant system, and to find additional resources for grant seekers.

**For your benefit, please read the entire application before beginning to answer the questions.**

## Important Dates

- Applications must be submitted by **5:00 pm** on January 15, 2022. ***Technical assistance will be available to applicants until 5:00 pm on January 14, 2021.***
- All applicants will be notified of the results of the grant process by mid-March 2022.
- Grant awards will be presented at a ceremony in April 2022. Grantees are encouraged to attend with staff, volunteers, and board members.
- Grant reports, for successful proposals, are 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 are encouraged to contact our administrative office at 319-243-1358 or [dthompson@cfneia.org](mailto:dthompson@cfneia.org) with specific questions about the application process or eligibility requirements.

SAMPLE TCCF Project Budget					
	Project:	Fire Department Safety Equipment			
Project Expenses	Total Project Cost	TCCF Request	Other Funding Amt	Other Funding Source	Other Funding Status
Multi-Gas Detector	\$ 6,000.00	\$ 3,500.00	\$ 2,500.00	Agency	Received
Water Nozzles	\$ 3,100.00	\$ 3,100.00			
Thermal Camera	\$ 5,000.00	\$ 2,000.00	\$ 2,000.00	Donations	Pending
			\$ 1,000.00	In-Kind	Secured
Helmet Lights	\$ 600.00		\$ 300.00	Donations	Received
			\$ 300.00	In-Kind	Secured
<b>Total</b>	<b>\$ 14,700.00</b>	<b>\$ 8,600.00</b>	<b>\$ 6,100.00</b>		

**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 TCCF is entered into the TCCF Request column (Column C). Any additional funding amounts for each project expense are entered separately by funding source (Column D). Enter the appropriate funding status for each funding source in the Funding Status column (Column F). You may add more rows as needed. **The Total Project Cost column must equal the TCCF Request column plus the Other Funding Source Column.**

**NOTE:** In-kind services or discounts should be included in the Total Project Cost column at a rate your organization would have to pay a vendor and the amount equal to this should be shown in the Other funding Amt column as an income. **See the Tama County Community Foundation Grant Guidelines for a completed sample budget.**

**Funding Source**

- Agency** - Funds from the organization's budget or reserves
- In-Kind Services** - Labor or other services provided at discount or no cost or by volunteers
- Grant** - Grant funds for this project other than those from the TCCF, including grants pending/received from other CFNEIA Affiliates
- 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