

# Partners in Community Impact

Supporting organizations creating stronger communities for everyone.

# Grant Guidelines

## BUTLER COUNTY COMMUNITY FOUNDATION GRANTS - 2020

SNAPSHOT		
APPLICATION OPENS	NOVEMBER 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 ( <a href="http://www.cfneia.org">www.cfneia.org</a> ). If you have any additional questions, please contact Program Manager Dotti Thompson at 319-243-1358 or <a href="mailto:dthompson@cfneia.org">dthompson@cfneia.org</a>
APPLICATION DEADLINE	DECEMBER 31, 2019	

### 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 & culture



community betterment



education



environment



health



historic preservation



human service

### Eligibility to Apply

Organizations must provide benefits to the people of the Butler 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 Butler 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 Butler 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](mailto:dthompson@cfneia.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 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 \$1,000.**
- **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
- **Inherently religious activities such as religious worship, instruction, or proselytization or activities that promote specific religious doctrine are not eligible.**
- 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.

## 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

The Butler County Community Foundation gives priority to projects that:

- Address vital services/needs within the county.
- Encourage additional funding through matching income from other grants, private donors, and in-kind donations.
- Show substantial number of people served.
- Provide detailed budget specific to project and include quotes/bids for expenses.

## Grant Selection Process

The Butler County Community Foundation is made up of community volunteers from throughout Butler 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 2020 Governing Committee is:

John Backer

Deb Homer

Jade Pecha

Diane Buss

Patty Hummel

Carly Pollock

Rusty Eddy

Jerry Orr

Lisa Schmitz

Ursula Hoegsberg

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

## Important Dates

- The grant application deadline is 11:59 pm on December 31, 2019.
- All applicants will be notified of the results of the grant decisions in mid-March 2020.
- Grant awards will be mailed to 2020 grantees or presented at an award ceremony in early-mid April 2020.
- Grant reports, for successful proposals, will be due on October 31, 2020.

## 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.