

Partners in Community Impact

Supporting organizations creating stronger communities for everyone.

Grant Guidelines

IOWA COUNTY COMMUNITY FOUNDATION - 2024

SNAPSHOT		
APPLICATION OPENS	MARCH 1, 2024	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 (www.cfneia.org). If you have any additional questions, please contact Program Manager Dotti Thompson at 319-243-1358 or dthompson@cfneia.org
APPLICATION DEADLINE	APRIL 15, 2024 AT 5:00PM	

The Iowa County Community Foundation

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

What We Fund

The Iowa County Community Foundation provides grants to improve life in Iowa 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:



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 Iowa County **and** must meet the following criteria to apply for a grant:

- 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** the request is deemed charitable; please contact our office to discuss the request's eligibility prior to submitting a proposal.
- Current with all state and federal reporting requirements, such as filing of 990 forms.
- No past due grant reports for previous Iowa County Community Foundation grants.
- Requests that include or require participation in inherently religious activities such as religious worship, instruction, or proselytization or activities that promote specific religious doctrine are not eligible.
- Application must be completed by the due date using the online application and CFNEIA grant site.

Groups, projects, or initiatives that do not meet the above eligibility requirements may submit a request 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.**

Restrictions

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

- One application per organization (exceptions may be made for government entities or Fiscal Sponsor organizations). **However, fiscal sponsors may submit only one application per sponsored organization and government entities may submit only one application per department.**
- Schools are considered government entities for grant purposes.
- **Grant request minimum of \$2,500.**
- The Iowa County Community Foundation **does not** fund operational costs, **including salaries and administrative costs**, of requests.
- Detailed request budgets should show all income and expenses of a requests, including matching funds and in-kind services. **Budget template linked in application must be used to submit request budget. Use Budget Narrative section to provide details and clarification of request budget. (see sample on page 4)**
- Requests for labor, materials, and/or equipment should include at least one bid or estimate.

NOTE: Please read the guidelines and application instructions thoroughly before submitting the application.

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 request.
- **Feasibility** – The probability the request will be successful, including the organization’s level of staff/volunteers and collaboration with community partners.
- **Community Need and Outcomes** – The need for the request and how the proposed outcomes impact the community/county.
- **Request Budget** – The details of the budget and the ability to secure and/or leverage other funding sources, including in-kind services.

Funding Priorities

Highest priority for funding is given to requests that:

- Address a community need, demonstrates broad-based community support, and provides benefits to the whole county.
- Leverage funding and support from other sources, including in-kind services and donations.
- Maximize community resources through cooperation and collaboration with other organizations in the community and the elimination of redundant services, programs, or projects.
- Show the organization and staff have the capacity to achieve the desired result.
- Create sustainability without additional long-term financial commitments from ICCF.

Grant Selection Process

The Iowa County Community Foundation is made up of community volunteers from throughout Iowa 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 2024 Governing Committee is:

Paulette Dietrich	Natasha Hauschilt
Erin Eichhorn	Adam Krebill
Grayson Jones	Bonnie Romine
Ann Krakow	

How to Apply

Applicants interested in seeking grants from the Iowa County Community Foundation should fully review these grant guidelines prior to applying to ensure all eligibility requirements are met. Applications must be submitted through the foundation’s online grant management system. Visit www.iowaccf.org to access the online grant system, and to find additional resources for grant seekers.

Important Dates

- **The grant application deadline is 5:00pm on April 15, 2024. *Technical assistance will be available until 5:00pm on the day of the deadline.***
- All applicants will be notified of the results of the grant process by mid-June 2024.
- Grant awards will be presented during a ceremony in July 2024. Details will be provided with the grant decision notifications. Grantees are invited to bring staff, board members, and volunteers to the ceremony.
- Grant reports, for successful proposals, are due on July 31, 2025.

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 should contact *Dotti Thompson, Grant and Scholarship Manager*, at 319-243-1358 or dthompson@cfneia.org with specific questions on eligibility or accessing the grant site.

It is suggested that first-time applicants contact Shanda Hansen, Director of Affiliate Impact, at 319-243-1357 or shansen@cfneia.org to explore the appropriateness of requests and for any further guidance.

SAMPLE Request Budget

Request Expenses: (Salaries will not be funded)

ICCF Request Item	COST	QUANTITY	TOTAL
Food			
Canned Food	0.63	3350	\$ 2,110.50
Meat - frozen	1.59	1500	\$ 2,385.00
Meat - canned	0.78	2000	\$ 1,560.00
Produce - fresh	1.05	1250	\$ 1,312.50
Non-perishables items			
Diapers	15.65	100	\$ 1,565.00
Toothbrushes/paste	0.56	200	\$ 112.00
Toilet paper	1.55	100	\$ 155.00
Non ICCF Request Item			
Salaries	18,690.00	1	\$ 18,690.00
Benefits	2,785.00	1	\$ 2,785.00
Mileage - Food Pick Up	3.12	720	\$ 2,246.40
Canned Food	0.63	4200	\$ 2,646.00
Meat - canned	1.59	3000	\$ 4,770.00
Total Expense			\$ 40,337.40

Request Income:

SOURCE	AMOUNT	STATUS	TOTAL
Iowa County Community Foundation	\$ 8,800.00		\$ 8,800.00
Matching Funds			
In-Kind Labor	\$ 2,646.40		\$ 2,646.40
Agency Funds	\$ 21,475.00		\$ 21,475.00
Donations/Fundraising	\$ 7,416.00		\$ 7,416.00
Other Grants			\$ -
Total Matching Funds	\$ 31,537.40		\$ 31,537.40
Total Income			\$ 40,337.40

Use this document for your total request budget; adjust rows as needed. **Enter the items of the budget being requested from the ICCF under the ICCF Request Item heading. Enter the budget items related to the request that are not being requested from the ICCF under the Non-ICCF Items heading.** Be sure to double check your totals on the right and at the bottom of each section; the expenses must equal the income before submitting the application. For the matching income section of the budget, list the type of matching income, the amount of the income, and whether it is secured, received or pending. Once you complete and save the information, upload this file into the Request Budget section of your application. **Note: For in-kind services, volunteer labor can be rated at \$20 per hour. For example: If a volunteer will be removing shingles from a roof over 5 hours, the in-kind labor amount would be \$100 (5 hours X \$20).**

Funding Source Definitions:

Agency - Funds from the organization's budget or reserves

In-Kind Services - Labor or other services provided at no cost or by volunteers

Grant - Grant funds other than those from the FCCF, including other CFNEIA Affiliate Community Foundations

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 - Being sought or awaiting approval/denial

Secured - Committed, not received

Received - Received and earmarked