

# Partners in Community Impact

Supporting organizations creating stronger communities for everyone.

# Grant Guidelines

## ELMA AREA COMMUNITY FOUNDATION GRANTS – 2020

SNAPSHOT		
<b>Application Opens</b>	<b>December 1, 2019</b>	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> .
<b>Application Deadline</b>	<b>January 31, 2020</b>	

### What We Fund

The Elma Area Community Foundation will provide grants to improve life in Elma, Iowa. We want to help develop a community where people want to live, work, play and stay. Areas of EACF giving are: Art and Culture, Community Betterment, Education, Environment, Health, Historic Preservation, and Human Service.

### Grant Amounts

Traditionally, the EACF awards grants between \$500 - \$1,500. The annual amount available to award for grants is \$6,000-\$8,000.

### Eligibility to Apply

Organizations must provide benefits to the people of the Elma Area 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 Elma Area 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.

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 also apply:

- Only one grant application per year will be accepted from any group or organization, with the exemption of Government Entities and Fiscal Sponsors.
- 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.
- 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
- Grant request minimum is \$500.
- The Community Foundation will not support requests for funds to be re-granted by the applicant.
- Inherently religious activities such as religious worship, instruction, or proselytization or activities that promote specific religious doctrine are not eligible.
- It is preferred that applicants secure at least 50% of matching funds. Matching funds can come from in-kind donations, organization budget, and/or other grants. The EACF strongly encourages applicants to apply for funding for their projects through the Howard County Community Foundation and other grant opportunities.
- 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.

## Grant Selection Committee

The Elma Area Community Foundation is made up of community volunteers from the Elma Area. 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:

Jeff Biwer  
Diane Gardner  
Garry McGee  
Karen Meirick

Deb Schroeder  
Pauline Shatek  
Sheila Wemark

## How to Apply

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

## Important Dates

- The grant application deadline is 11:59pm on January 31, 2020.
- All applicants will be notified of the results of the grant process in mid-March 2020.
- Grant awards will be presented during a ceremony in April 2020.
- Grant reports, for successful applications, will be due on October 31, 2020.

## 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 our administrative office at 319-243-1358 or [dthompson@cfneia.org](mailto:dthompson@cfneia.org) with specific questions on eligibility.