

Partners in Community Impact

Supporting organizations creating stronger communities for everyone.

Grant Guidelines

FRANKLIN COUNTY COMMUNITY FOUNDATION - 2021

SNAPSHOT		
APPLICATION OPENS	DECEMBER 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 (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	JANUARY 15, 2021	

About the Franklin County Community Foundation

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

What We Fund

The Franklin County Community Foundation will provide grants to improve life in Franklin 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 Franklin 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 Franklin 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 Franklin 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) to explore the appropriateness of requests and for any further guidance.

Restrictions

- One application per organization with the **exemption of Government Entities and Fiscal Sponsors**. 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 is \$1,000; maximum should not exceed \$10,000.**
- Applicants **must** match at least 20% of the requested amount for the project. Match may be cash or in-kind (only 10% of match may be in-kind). All in-kind match must be included in the project budget as dollar amounts. Volunteer labor in-kind match should be calculated at \$15/hour. See sample budget on page 4 for more information.
- **Applicants are encouraged to include bids/estimates for work being done or equipment being purchased.**
- 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 benefit the whole community, not just member businesses
 - Service clubs and veterans’ organizations (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.
- Requests for funds that will be re-granted by the applicant, including scholarships or for fundraising/one-time events will not be funded by the Franklin County Community Foundation.
- **Late, incomplete, or hard copy applications will not be considered.** Incomplete applications are those in DRAFT mode at the time of the application deadline.

Note: Because of the impact of COVID19 on organizations’ ability to fundraise and the increased need for many services, the Franklin County Community Foundation will accept applications for general operating support during the 2021 grant cycle.

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, and ability to fund future costs of the project.
- **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 Preferences and Priorities

In addition, the Franklin County Community prefers to fund projects that:

- Utilize local vendors and contractors when possible
- Are specific projects that enhance the work of nonprofit groups
- Can be completed within the grant period
- Demonstrate multiple sources of income for the project
- Are sustainable without ongoing support from the FCCF

Grant Selection Process

The Franklin County Community Foundation is made up of community volunteers from throughout Franklin 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 2021 Governing Committee is:

Karen Bruns
Dennis Carlson
Ted Hughes

Aimee Lenth
Anne Plagge
Nicole Pooch

Eric Reicherts
Jamie Reinke
Michelle Sackville

How to Apply

Applicants interested in seeking grants from the Franklin 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.franklinccf.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 January 15, 2021.**
- All applicants will be notified of the results of the grant process in mid-March 2021.
- Grant awards will be mailed out in early April 2021.
- Grant reports, for successful proposals, are due on April 30, 2022.

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 with specific questions on eligibility and the application process.

SAMPLE PROJECT BUDGET

Project Expenses:

ITEM	COST	QUANTITY	TOTAL
Brochures	1.20	1000	\$1,200.00
Advertising	6.50	4	\$26.00
Printing	0.60	5000	\$3,000.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Total Expense			\$4,226.00

Project Income:

SOURCE	AMOUNT	STATUS	TOTAL
Community Foundation	\$2000.00	pending	\$2,000.00
Matching Funds – Must be 20% of request			
In-Kind Labor – 10% of match or less			\$0.00
Agency Funds	\$1000.00	received	\$1,000.00
Donations/Fundraising	\$750.00	pending	\$750.00
Other Grants	\$476.00	secured	\$476.00
Total Income			\$4,226.00

Use this document for your project budget. 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 Project Budget section of your application.

Note: For in-kind services, volunteers performing unskilled labor should be billed at minimum wage. Skilled volunteers can be billed out at their normal business rates as long as they perform within their area of expertise. For example: a carpenter who normally charges \$15/ hour can have in-kind services equal \$15/hour if doing carpentry work. If the carpenter is washing windows or cleaning floors, the hourly compensation for the service would be minimum wage.