

Partners in Community Impact

Supporting organizations creating stronger communities for everyone.

Grant Guidelines

BUCHANAN 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 grant writing, and more, visit the Grantseeker Resources section of our website (www.cfneia.org). If you have any additional questions, please contact Shanda Hansen, Director of Affiliate Impact at 319-243-1357 or shansen@cfneia.org .
APPLICATION DEADLINE	APRIL 15, 2024 at 5:00PM	

The Buchanan County Community Foundation

The Buchanan County Community Foundation, an affiliate of the Community Foundation of Northeast Iowa, is a 501(c)(3) non-profit organization created by and for the people of Buchanan County. Our mission is to enhance the quality of life for the people of Buchanan County by helping donors carry out their charitable intent and by providing responsible stewardship of gifts for community purposes.

What We Support

The Buchanan County Community Foundation provides grants to improve life in Buchanan 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 Buchanan County **and** must meet the following criteria in order 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 Buchanan 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.

Restrictions

In addition to the eligibility requirements, the following restrictions also 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
- The minimum request is \$1,000; maximum request is \$20,000.
- The following organizations are eligible for specific requests only:
 - Churches – for requests that provide community services/activities
 - Economic development organizations - for marketing/education requests that benefits the whole community, not just member businesses
 - Service clubs and veterans' organization - for charitable community requests
- The BCCF will not support requests for the following:
 - General fundraising activities
 - Debt repayment
 - Funds that will be re-granted by the applicant
 - Request expenses incurred prior to grant notifications.
- **Applicants must use the Budget Template that is embedded in the application; those that do not include the required Budget Template will be disqualified (see page 4 for example).**
- Requests should not be for general budget items, i.e., requests for equipment to be used in a vehicle (specific request) versus requests for replacement of vehicle (budget item).
- The BCCF generally does not support general operation costs such as salaries, mileage, etc.
- Capacity building requests that include general operations support will be considered. Capacity building rationale must be included in the application for this type of request.
- Organizations with offices outside of our county should show how the request will benefit county residents.

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

- High priority is given to volunteer requests and/or those that have matching funds or have sought funds from other sources
- Request description and community impact will be given significant consideration
- The BCCF supports **specific requests** that are new to the applicant and enhance the work of nonprofit groups.
- Low priority will be given to requests that cannot show sustainability without additional long-term financial support from the BCCF

Please bear in mind that BCCF may decide to fund only a portion of the requested amount.

Grant Selection Process

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

Mitchell Barnett	Mary Donlea	Rob Ratchford
Denise Lehman	Ben Stanford	Whitney Benter
Nate Clayberg	Kristy Ward	

How to Apply

Applicants interested in seeking grants from the Buchanan 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.buchanancf.org to access the online grant system, and to find additional resources for grant seekers.

Important Dates

- **The grant application deadline is 5:00 pm on April 15, 2024. Technical assistance will be available to applicants until 5:00pm on April 14, 2024.**
- All applicants will be notified of the results of the grant process in mid-June 2024.
- Grant awards will be presented in July 2024. More details will be provided in notification letters.
- Grant reports, for successful proposals, are due 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 request and to show that all the funds have been spent as intended. (If the request takes longer to complete, the Community Foundation will consider a request to extend the Grant Report deadline.)

Questions

Contact Shanda Hansen, Director of Affiliate Impact, at (319-243-1358 or shansen@cfneia.org) with specific questions on eligibility or the general grant process. **It is suggested that first-time applicants contact our office to explore the appropriateness of requests and for any further guidance.**

	Sample BCCF Request Budget		
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Request: Roof Repairs					
Line Item	Total Line Item Cost	BCCF Request	Other Funding Amt.	Other Funding Source	Funding Status
Roofing Shingles	4000.00	2000.00	1000.00	Agency Funds	Received
			1000.00	Grant - Walmart	Pending
Roofing Supplies	2000.00	500.00	500.00	In-Kind-Menards	Secured
			1000.00	Donations	Received
Labor	1500.00		1500.00	In-Kind- Volunteers	Secured
Total Request Cost	\$7,500.00	\$2,500.00	\$5,000.00		

Instructions:

Enter each expense line item for the request in the Request Expenses column (Column A). In the Total Line Item 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 BCCF is entered into the BCCF Request column (Column C). Any additional funding amounts for each request expense are entered separately by funding source into the Other Funding Amt. column (Column D). The type of funding source must be selected from the drop-down list in the Other Funding Source column (Column E). Select the appropriate funding status for each funding source in the Funding Status column (Column F) from the drop-down list. You may add more rows as needed. **The Total Line Item Cost column must equal the BCCF Request column plus the Other Funding Source Column.**

Funding Source Definitions:

Agency - Funds from the organization's budget or reserves

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

Grant - Grant funds other than those from the BCCF

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 request