

Partners in Community Impact

Supporting organizations creating stronger communities for everyone.

WINNESHIK COUNTY COMMUNITY FOUNDATION GRANTS – 2020

| SNAPSHOT | | |
|----------------------|-------------------|---|
| APPLICATION OPENS | NOVEMBER 15, 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 (www.cfnea.org). If you have any additional questions, please contact Program Manager Dotti Thompson at 319-243-1358 or dthompson@cfnea.org . |
| APPLICATION DEADLINE | JANUARY 10, 2020 | |

About the Winneshiek County Community Foundation

The Winneshiek County Community Foundation is a 501(c)(3) non-profit organization created by and for the people of Winneshiek County. The Foundation's mission is to strengthen Winneshiek County communities by encouraging charitable giving to create legacies for the future. We offer world-class donor services and wise investing. Our grants are designed to act as a catalyst for community transformation and growth, enriching the lives of all area citizens.

What We Fund

The Winneshiek County Community Foundation provides grants to improve life in Winneshiek 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 Winneshiek 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 Winneshiek 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 Winneshiek County Community Foundation.

It is suggested that applicants, in particular first-time applicants, contact Program Manager Dotti Thompson (319-243-1358 or dthompson@cfnea.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. Government entities may submit only one application per department.
- **Minimum grant request amount is \$1000.** Grants awarded generally range from \$3,000-\$5,000. Please bear in mind that WCCF may decide to grant only a portion of the requested amount.
- **Applicants must use the Budget Template (this template has been updated from last year) that is embedded in the application (see page 3 for example).** Complete budget details and must indicate other funding sources secured or pending approval are required. Use of local vendors for your supplies and services is encouraged, if applicable and feasible. **Total Project Cost must equal WCCF Request plus Other Funding column.**
- **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 WCCF, all grant reporting must be up to date and in good standing. **Failure to submit required reports, or receive an approved extension, for past grant cycles will make applicants ineligible for the current grant cycle.**
- **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

The inclusion of the criteria information and the ability to articulate the how the organization will successfully complete a project has a high priority in the scoring of each application.

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 implementation strategy, timeline, project sustainability and collaboration with community partners.
- **Community Need** – Project is community-focused, addresses a demonstrated need, and has a significant measurable impact in the community.
- **Project Budget** – The details of the budget and the ability to secure and/or leverage other funding sources, including in-kind services.
- **Outcomes** - How the proposed outcomes impact the community/county.

Funding Priorities

The WCCF gives priority to projects that:

- Address important needs in the county
- Encourage additional funding including matching gifts from other donors and in-kind donations
- Provide realistic plans for continuation funds (if applicable) from other sources
- Yield substantial benefits to the county for the resources invested
- Are new, innovative and have not been previously funded.

Grant Selection Committee

Grant applications are review by Community Foundation of Northeast Iowa staff for eligibility. Review of applications and scoring is done by Winneshiek County Community Foundation Committee. The Committee is made up of community volunteers from throughout Winneshiek 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:

| | | | |
|------------------|---------------|-----------------|-------------|
| Dianne Ameling | Steve Johnson | Marcia McKelvey | Jana Olson |
| Tami Brincks | Mark Kuhn | Emily Mineart | Jon Pankow |
| Rich Gaard | Sally Leibold | Andy Nimrod | Joe Skretta |
| Gary Hildebrandt | | | |

How to Apply

Applicants interested in seeking grants from the Winneshiek 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, which can be located in the grants section of www.winneshiekcfc.org. Also located on the website are helpful resources for logging in and navigating the online grants system.

Important Dates

- **The grant application submission deadline is 11:59pm on January 10, 2020.**
- All applicants will be notified of the results of the grant process in mid-March 2020.
- Grant award ceremony will be held in October 2020.
- Grant Reports, for successful proposals, will be due 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 Program Manager Dotti Thompson at 319-243-1358 or dthompson@cfneia.org with questions on eligibility or assistance with the application process.

Application Checklist:

- Guidelines Reviewed
- Eligibility Verified or Fiscal Sponsor Secured
- Budget Complete using Required Template
- Project Bids Uploaded
- All Optional Support Documents Uploaded, if applicable
- Required Signatures Completed
- Application Submitted by 11:59 pm on 1/10/2020

Sample Project Budget

Project: New Roof

| Project Expenses | Total Project Cost | WCCF Request | Other Funding | Cite your Funding Source | Funding Status |
|------------------|--------------------|------------------|------------------|--------------------------|----------------|
| Roofing Shingles | \$3,000 | \$1,000 | \$1,000 | Agency | Received |
| | | | \$500 | In-Kind | Secured |
| | | | \$500 | United Way | Secured |
| Labor | \$2750 | \$0.00 | \$2750 | In-Kind | Secured |
| Roofing Supplies | \$2,000 | \$1,000 | \$500 | Grant | Pending |
| | | | \$500 | Donation | Received |
| Signage | \$1000 | \$1000 | \$0.00 | | Pending |
| | | | | | |
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| | | | | | |
| Total | \$8750.00 | \$3000.00 | \$5750.00 | | |

Instructions:

Enter each expense line item for the project in the Project Expenses column (Column A). In the Total Project 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 WCCF is entered into the WCCF Request column (Column C). Any additional funding amounts for each project expense are entered separately by funding source into the Other Funding column (Column D). The type of funding source must be selected from the drop down list in the 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 WCCF Request column plus Other Funding column must equal the Total Project Cost column.

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 WCCF, including pending grant from other CFNEIA Affiliates
- 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 project