Jaspers Family Foundation Fund of Worth County
Grant Writing Workshop
8/28/2023

COMMUNITY FOUNDATION
OF NORTHEAST IOWA

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Welcome

- **Community Foundation of Northeast Iowa is the host foundation for the Jaspers Family Foundation Fund of Worth County**

- **Jaspers Family Foundation Fund of Worth County selection committee is composed of individuals throughout Worth County**

- **Grant decisions are made locally through a grant review process**

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2023 Jasper Family Fund of Worth County Committee Members

Gloria Heagel

Kevin Losee

Lucy Heiken

Dan Robb

Julie Kruger

Gary Schotanus

Shanda Hansen, Director of Affiliate Impact and Terri Gaumer, Affiliate Development Director at CFNEIA, provides technical support and acts as advisor to the committee and nonprofit partners

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& Culture

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Environment
& Animal
Welfare

Health

Human
Service

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Eligibility

• 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 project is deemed charitable; please contact our office to discuss the project'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 Jaspers Family Foundation Fund of Worth County Community Foundation grants.

• Applications for fireworks or related projects are not eligible.

• 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.

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Restrictions

• One application per organization: exceptions may be made for government entities or Fiscal Sponsors. Government and school departments must submit applications through the main account for their city/school.

• The minimum request amount is $1000.

• Requests for capital projects (roof repair, building renovations, etc.) must be for structures located in Worth County.

• Requests for funds that are to be re-granted or re-distributed by the applicant will not be supported.

• Requests for political/lobbying activities or for debt repayment/reduction are not eligible.

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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 fulfilling 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.

• **Collaboration –** The level of collaboration for the project's success with other organizations, community members, and/or government entities.

• **Request Budget –** The details of the budget and the ability to secure and/or leverage other funding sources, including in-kind services.

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Funding Priorities

The Jaspers Family Foundation Fund of Worth County Review Committee places high priority on funding projects that:

• Address a community-based need, demonstrate broad community support, and benefit the community/county as a whole.

• Show the organization's ability to leverage funding and support from other sources, with budgets clearly showing all matching funds for the request.

• Maximize community resources through cooperation and collaboration with other organizations in the community and avoid replication of services, programs, or projects.

• Reflect organization and staff's capacity to achieve the desired results of the request.

• Show sustainability without additional long-term financial commitments from the Jaspers Family Foundation Fund of Worth County.

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How to Apply

Applicants interested in seeking grants from the Jaspers Family Foundation Fund of Worth County 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 found in the grants section of www.cfneia.org.

Also located on the website are helpful resources for logging in and navigating the online grants system.

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Important Dates

• The grant application deadline is 5:00pm on October 15, 2023. Technical assistance with the online system will be available until 5:00pm on Friday, October 13, 2023.

• All applicants will be notified of the results of the grant process in mid-December 2023.

• Grants will be awarded during a ceremony on January 11, 2024. Specific details of the event will be included in post decision correspondence.

• Grant reports, for successful proposals, will be due on January 31, 2025.

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Grant Conditions

• **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.**

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Questions

Applicants should contact our administrative office with specific questions on eligibility and the application process. *It is suggested that first-time applicants contact* please contact the Director of Affiliate Impact, Shanda Hansen at (319) 243-1357 or shansen@cfneia.org for additional guidance.

Grant Writing

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Tips for a Competitive Grant Application

- **Public Outreach** – Make connections within the community. Seek out opportunities to engage the public in your efforts.

- **People Focus** – Show evidence that the project will impact local people and how the impact will benefit the community. Projects that educate and motivate local communities have high priority.

- **Evaluation** – Can the project be done in the time frame allowed by grant process? How will you show the success of the project? What is the purpose of the project?

- **Administration** – Follow the guidelines and deadlines for grants. Timeframes vary from funder to funder.

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What is a Good Project?

- Can be accomplished in 6-12 months

- Provides tangible benefits to the local communities

- Engages many sub-sets of the community – Students, businesses, retired individuals, youth

- Focused on programming, not general support

- Has concrete, measurable outcomes

- Focuses on long-term impacts

- Examples: Capital improvements, community efforts, educational programming, expansion of public recreation opportunities

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What is a Good Application?

- Clearly indicates how your organization can complete the project in the grant time frame

- States what your organization **will** accomplish, not what you hope to do

- Includes collaborations or partnerships your organization has or will build within the local community

- Includes a detailed budget that shows all funds being used for the **project**
  - *Do not include an overall agency budget*
  - *Break down costs, i.e. supplies, travel, marketing, etc.*

- Realistic funding request and/or other funders supporting the project

- States clear, measurable outcomes of the project

- Clearly articulates the need the project will meet within the local area

- Convinces the reviewer that they **NEED** to fund the project

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Writing the application for your org.

- If possible, talk to a representative of the funding organization **before** applying.

- Be brief, but complete

- Have someone outside your organization read the application with these questions in mind:
  - Does it describe the specific project funding will help implement?
  - Does it clearly state the community need?
  - Are there any questions that need more (or less) information?
  - Is the application/administration too complicated for the amount of funds you are seeking?

- Proof read!

- Seek funding based on your organization's vision/strategic plan, not just to chase a grant

- Before submitting, make sure that all required documents are uploaded and can be opened
  - If possible, open the application on a computer other than the one the attachments were created on to be sure they open in a different format
  - Pay attention to the approved document format – most online applications allow only for certain types of documents, such as PDF, Word or Excel

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Common Mistakes in Grant Applications

- Lack of financial details <u>specific to the project</u>

- Out of date attachments, unnecessary attachments

- Budget doesn't add up

- Outcome plans are vague or incomplete

- Poor articulation for project need in the local community

- Lack of concrete answers to questions

- Requesting funds in excess of limitations
  - review the grant guidelines of each funder to be sure you know the limitations

- Project is too large or appears to require multi-year funding

- Lack of matching funds if encouraged

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Administering the Grant

- **Keep the outcomes stated in the application in mind when conducting the project**
  - Track the accomplishment of each outcome – was it successful?
  - Revise the outcomes as needed, but maintain the original purpose of the project
  - Be prepared to articulate the results of the project in a final Grant Report

- **Know the deadline for submitting any grant reports**
  - Deadlines will be different based on individual funders
  - Submission requirements may be different – some online, some hard copies

- **Take photos of project, participants and/or results – Funders want to see the project's success**

- **Contact the funder for any delays to completion, updates on the project**

- **Invite local the community foundation/other funders to events that are part of the project**

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Resources

Iowa Nonprofit Center: https://inrc.law.uiowa.edu/

Center for Nonprofit Excellence: https://www.thecne.org/engage/grants/

CFNEIA Resource Page: https://www.cfneia.org/grants/grantseeker-resources/

Iowa Council of Foundations: https://iowacounciloffoundations.org/#

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