



2019 GRANT APPLICATION GUIDELINES

About the Winneshiek County Community Foundation

The Winneshiek County Community Foundation (WCCF) is a public foundation established in December 1997, now affiliated with the Community Foundation of Northeast Iowa. It 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 Support

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 and Culture, Community Betterment, Education, Environment, Health, Historic Preservation, and Human Service.**

The WCCF gives priority to projects that:

- Address important needs in the county
- Encourage additional funding through 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

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.

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

Applying for a Grant

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. Visit www.winneshiekcfc.org to access the online grant system, and to find additional resources for grant seekers.

Applications must be submitted by 11:59 pm on January 10, 2019

It is suggested that applicants, in particular first-time applicants, contact Program Manager Dotti Thompson to explore the appropriateness of requests and for any further guidance. (See page 2 for contact information)



Eligibility to Apply for Funding

To be eligible for a grant, applicants must be **501(c)(3), tax-exempt non-profit organizations or government entities** in good standing with the IRS, and the projects must benefit the residents of Winneshiek County. Charitable projects conducted by tax-exempt organizations classified as **other** than 501(c)(3) may also be eligible; please contact our office to discuss your proposal.

Other eligibility:

- For groups, projects, or initiatives that are not classified by the IRS as 501(c)(3), tax-exempt non-profit organizations or government entities, the Foundation will consider your requests if submitted through a fiscal sponsor. **Fiscal sponsors must be classified as 501(c)(3) or a government entity.**
- One application per organization with the exemption of Government Entities and Fiscal Sponsors. Government entities may submit only one application per department.
- **Grant request minimum is \$250.** Grants generally range between \$3,000-\$5,000.
- **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. We encourage you to secure local vendors for your supplies and services, if applicable and feasible. **Total Project Cost must equal WCCF Request plus Other Funding column.**
- 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 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.

Grant Decisions and Award Dates

- The grant application deadline is 11:59pm on January 10, 2019.
- All applicants will be notified of the results of the grant process in mid-March 2019.
- Grant award ceremony will be held in October 2019.

We encourage you to advertise your project and acknowledge the Winneshiek County Community Foundation as a funder of the project.

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 by **October 31, 2019** on the outcome of the funded project.

Computer or Technology Needs

If you don't have a computer, are in need of help scanning and uploading documents, or other technology assistance, local libraries offer assistance. Contact them for hours of operation.

Decorah - 563-382-3717

Ossian - 563-532-9461

Calmar - 563-562-3010

Spillville - 563-562-3723

Fort Atkinson - 563-534-2222

Questions

Applicants should contact Program Manager Dotti Thompson at 319-243-1358 or dthompson@cfnea.org with questions on eligibility or assistance with the application process.



Sample Project Budget

Project: New Roof					
Project Expenses	Total Project Cost	WCCF Request	Other Funding	Other 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
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
- 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



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 11:59pm on 1/10/2019