

# Partners in Community Impact

Supporting organizations creating stronger communities for everyone.

# Grant Guidelines

## FLOYD COUNTY COMMUNITY FOUNDATION - 2023

SNAPSHOT		
APPLICATION OPENS	SEPTEMBER 1, 2023	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 ( <a href="http://www.cfneia.org">www.cfneia.org</a> ). If you have any additional questions, please contact Grant and Scholarship Manager Dotti Thompson at 319-243-1358 or <a href="mailto:dthompson@cfneia.org">dthompson@cfneia.org</a> .
APPLICATION DEADLINE	OCTOBER 15, 2023 at 5:00 PM	

### The Floyd County Community Foundation

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

### What We Support

The Floyd County Community Foundation provides grants to improve life in Floyd 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 for Funding

Organizations must provide benefits to the people of the Floyd 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 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 Floyd 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.

Groups, projects, or initiatives that do not meet the above eligibility requirements may submit a request 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.**

## 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.**
- 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 \$10,000.
- **Requests for general operating costs are not eligible;** the budget should not include salary, wages, or benefits as part of the FCCF request.
- **Applicants are required to use the Budget Template that is linked in the application (see page 4 for example). A detailed request budget must be included in the application.**
- Capital improvements, such as parking lot and roof repairs, for member-based organizations (churches, veterans' organizations, etc.) must benefit the community, not just the organization.

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

## Funding Priorities

The FCCF supports requests that address a critical need in Floyd County, act as a catalyst for positive outcomes for a larger community goal, encourage collaborative efforts, and show feasibility of long-term sustainability.

Additional funding priorities include:

- High priority is given to volunteer requests and/or those that have matching funds from other sources.
- Request description and community impact will be given significant consideration.
- Organizations with offices outside of our county should show how the request will benefit county residents.
- The FCCF supports **specific requests** that enhance the work of nonprofit groups.
- Lower priority will be given to requests that cannot show sustainability without additional long-term financial support from the FCCF.

## Grant Selection Process

The Floyd County Community Foundation is made up of community volunteers from throughout Floyd 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 2023 Governing Committee is:

Jan Burton	Kurt Hoeft	Sarah Murray
Lisa Garden	Melissa Jones	Amy Staudt
Randy Heitz	Amy Leaman	Teresa Stevens-Marth

## How to Apply

Applicants interested in seeking grants from the Floyd County Community Foundation should fully review these grant guidelines prior to applying to ensure all eligibility requirements are met. Applications must be submitted through the foundation's online grant management system. Visit [www.floydccf.org](http://www.floydccf.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 October 15, 2023**. *Technical assistance will be available until 5:00 pm on Friday, October 13, 2023.*
- All applicants will be notified of the results of the grant process in mid-December 2023.
- Grant awards will be presented during a ceremony in January 2024, at the Youth Enrichment Center. Further details will be included with grant notifications.
- Grant reports, for successful proposals, are due January 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 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 *Dotti Thompson, Grant and Scholarship Manager*, at 319-243-1358 or [dthompson@cfneia.org](mailto:dthompson@cfneia.org) with specific questions on eligibility or accessing the grant site.

***It is suggested that first-time applicants contact Shanda Hansen, Director of Affiliate Impact, at 319-243-1357 or [shansen@cfneia.org](mailto:shansen@cfneia.org) to explore the appropriateness of requests and for any further guidance.***

## SAMPLE

	FCCF Request Budget				
	Request: Children's Programming				
Request Expenses	Total Request Cost	FCCF Request	Other Funding Amt.	Other Funding Source	Funding Status
Chairs for Area	1000.00	500.00	250.00	Agency Funds	Received
			250.00	Grant - Walmart	Pending
Children's Books	1500.00	500.00	500.00	Book Drive	Secured
			500.00	Private Donation	Received
Bookshelves	1500.00	750.00	750.00	In-Kind- Volunteers	Secured
<b>Total</b>	<b>\$4,000.00</b>	<b>\$1,750.00</b>	<b>\$2,250.00</b>		

### Instructions:

Enter each expense line item for the request in the Request Expenses column (Column A). In the Total Request 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 FCCF is entered into the FCCF 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 Project Cost column must equal the FCCF 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 FCCF, including 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 this request