



BRINGING NEIGHBORS TOGETHER GRANT GUIDELINES & APPLICATION

Updated: January 2020

What is the Community Foundation?

The Community Foundation of Northeast Iowa is a 501(c)(3) non-profit organization created by and for the people of Northeast Iowa. We believe that we must **protect, nurture, and nourish the uniqueness of the Northeast Iowa area, the diversity of its race and culture, the richness of its artistic expression and appreciation, and the beauty and quality of its natural resources** so that all may enjoy a quality of life both now and in perpetuity. We are committed to human and community development, wise and thoughtful distribution of our resources, and prudent investment of the funds entrusted to us.

About the Bringing Neighbors Together Grants

The Community Foundation provides discretionary micro-grants of up to \$1,250 on a competitive basis to improve life in Black Hawk County neighborhoods. Grants are made possible by the Neighborhood Improvement Fund.

The glue that bonds a neighborhood is reliant on the interaction among its residents. We believe that bringing neighbors together is the key to creating stronger communities and neighborhoods. As more neighbors get to know each other, all residents of the neighborhood benefit. Neighbors can work together to address an issue, to organize neighborhood associations, and to empower residents. In short, it's a great way to build community.

Goals of the Bringing Neighbors Together Grants are:

- Empowering and strengthening the neighborhood residents, and, as a result, the community.
- Growing or establishing neighborhood associations.
- Supporting neighborhoods as they address issues or concerns

Who can apply?

Any neighborhood in Black Hawk County is eligible for a Bringing Neighbors Together grant. A "neighborhood," must align with its neighborhood association boundaries or an equivalent sized boundary if no such neighborhood association exists. Up to two adjoining neighborhoods can collaborate and apply together. The applicant, working in conjunction with the neighborhood, must be classified by the IRS as a 501(c)(3), tax-exempt non-profit organizations or government entities. (See how to apply for more details.)

How often can we apply?

Any neighborhood can receive up to 1 grant per calendar year. So, for example, if a neighborhood association applied for and received a grant for an event in October, that neighborhood would be eligible for another grant as early as January of the following year. While any nonprofit or group with a fiscal sponsor can apply on behalf of the neighborhood, including a neighborhood association, the 1 grant per year per neighborhood applies regardless of who the applicant is.

When can we apply?

You must apply *at least* 3 weeks prior to the event and no more than 6 months prior to an event.

What we fund

Bringing Neighbors Together grants fund event-based projects and programs in Black Hawk County neighborhoods. The event must be:

- **For** the residents of the neighborhood (exclusively, or in some cases, primarily)
- Free to **all** residents of the neighborhood
- Taking place **within the boundaries** of the neighborhood (or, if necessary, close by)

In addition, the Bringing Neighbors Together grants *can* fund a particular type of event year after year. However, because the Community Foundation would rather fund a *variety* of events, any request for a program that was funded the year prior will have a funding cap of 75% of what was funded. In other words, if a neighborhood received a \$1,000 grant for a National Night Out event in one year, the maximum the neighborhood could apply for the same program the following year would be \$750. Alternatively, the same neighborhood could instead apply for funding for a different event for up to the maximum \$1,250.

Event Examples:

The following are examples of events that would be eligible for funding (see also Funding Priorities):

- An event where residents come together to establish a neighborhood garden.
- An event that celebrates and embraces the neighborhood's historical or cultural roots.
- An event celebrating volunteerism, where neighbors help other neighbors with leaf raking, painting, etc.
- An event that brings two neighborhoods together in order to break down cultural barriers.
- An event that facilitates learning among neighbors.

The following are examples of events that would **not** be eligible:

- Events that aren't open to all residents of the neighborhood or is geared towards only a specific population in a neighborhood (e.g., a program that is catered towards seniors, or renters)
- Events that are geared for the broader community, not really intended for a specific neighborhood
- Events or programs that include alcoholic beverages
- Events with a religious purpose

Fund Use Examples:

The following are examples of fund uses that would be eligible for a grant:

- Materials used to promote the event (handbills, posters, postage, etc.)
- Consumable activity materials (art supplies, gardening seeds, paper plates, etc.)
- Rental costs (tables, chairs, speaker systems, facility costs, etc.)
- Food and non-alcoholic beverages
- Presenters and entertainers (not travel expenses)

The following are examples of fund use that would **not** be eligible:

- Using funds to cover travel expenses
- Giveaways (like T-shirts, prizes, etc.)
- Covering the cost of a salary
- Alcoholic beverages

Funding Priorities

While Bringing Neighbors Together grants can be used for basic events (like a neighborhood social event), it is the intent of the Community Foundation of Northeast Iowa to fund events that go beyond just one-time social events. Our funding priorities include:

- Neighborhoods without established or active neighborhood associations
- Events in neighborhoods that demonstrate need (high crime rate, low/moderate income levels, etc.)
- Neighborhoods that haven't received funding from this fund within the last three years.
- Programs that demonstrate creativity (more than just a neighborhood block party)
- Events that promote and support at least one of the focus areas of the Community Foundation (art and culture, education, environment, health, historic preservation, and human service)

How to apply:

Step #1: Determine if your Event is a Good Fit for this Grant Opportunity

Just because you are having an event does not mean it aligns with the goals and objectives of the Bringing Neighbors Together program. Ask yourself: Is this event *for all the neighbors* in a neighborhood? If the event is geared for a specific portion of the neighbors (for example, a program for teens) or is really just a community-wide event that happens to be taking place in a neighborhood (for example, the North End Arts Festival), then your event is not eligible for a Bringing Neighbors Together grant. Remember: The Bringing Neighbors Together grants fund events that are for **all** the people of a specific neighborhood.

Step #2: Determine the Applicant

The Community Foundation prefers that applicants be tax-exempt entities (nonprofits, neighborhood associations, churches, government entities, etc.) that are located within the neighborhood seeking a grant. Alternatively, the tax-exempt entities located nearby but serving residents in the neighborhood can be a good fit as the applicant. Should a neighborhood wish to seek a grant but not have a suitable tax-exempt organization to serve as the applicant, it is encouraged to contact Tom Wickersham to explore the possibility of the Community Foundation serving as fiscal sponsor for the grant.

Step #3: Complete the Application

Complete the application on the last two pages of this document. Be sure to include the required attachments:

- Map of the neighborhood's boundaries
- Description of the event
- Detailed budget

Step #4: Submit the Application

Submit the application and required attachments in person or by mail:

Community Foundation of Northeast Iowa
3117 Greenhill Circle
Cedar Falls, IA 50613

Or by email:

programs@cfnea.org

Incomplete or handwritten applications will not be considered.

When are grants awarded?

The Community Foundation approves Bringing Neighbors Together grants throughout the year. Applications are accepted on an ongoing basis. The review process may take up to six weeks. All applicants will be notified in writing of the outcome of their request.

Awarded applicants are required to:

1. Sign a Terms of Grant Agreement which clarifies legal parameters for use of the grant.
2. Submit a Grant Report within 30 days following the event. Grant reports require a summary of the event, which will include attendance numbers, and will also require photographs and/or video of the event.

It is suggested that applicants, in particular new applicants, contact Tom Wickersham, Community Foundation Program Director, to explore the appropriateness of requests, for guidance in the application process, and, if necessary, to explore the possibility of the Foundation serving as fiscal sponsor for the project at (319) 243-1356 or at twickersham@cfnea.org.



COMMUNITY FOUNDATION OF NORTHEAST IOWA

Bringing Neighbors Together Grant Application

Updated: January 2020

Applicant Information

Name of Organization: _____

Organization's Federal Tax ID#/EIN: _____

Organization Mailing Address: _____

Contact Person Name & Title: _____

Contact Person Phone & Email: _____

Neighborhood Information

Name of Neighborhood: _____

Please attach a map outlining the neighborhood's boundaries

Event Information

Event Name: _____

Event Location*: _____

Event Date and Time: _____

Event Coordinator Name & Address: _____

Event Coordinator Phone & Email: _____

Please attach a description of the event. The description must include a detailed outline of how you will be inviting all the neighbors of the listed neighborhood. Copies of promotional materials are strongly encouraged.

*If the event location is not located within the boundaries of the neighborhood, please explain why a location outside of the neighborhood was selected.

Financial Details

Event Amount requested: _____ (maximum \$1,250)

Please attach a budget of the event. Explain how the funds would be used. Include all expenses and sources of other income for the event. Include in-kind support if applicable.

Authorized Signature

By my signature, I certify the accuracy of the attached information:

Printed Name & Title: _____

Signature: _____ Date: _____