

## Partners in Community Impact

Supporting organizations creating stronger communities for everyone.

### BREMER COUNTY AND READLYN COMMUNITY GRANTS – 2022

#### SNAPSHOT

<b>APPLICATION OPENS</b>	<b>JANUARY 1, 2022</b>	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 Program Manager Dotti Thompson at 319-243-1358 or <a href="mailto:dthompson@cfneia.org">dthompson@cfneia.org</a>
<b>APPLICATION DEADLINE</b>	<b>March 31, 2022 at 5:00pm</b>	

#### Bremer County Community Foundation

The Bremer County Community Foundation, an affiliate of the Community Foundation of Northeast Iowa, is created by and for the people of Bremer County. The Community Foundation’s main goals are to support Bremer County and to attract additional funds to assist donors in creating lasting legacies through a variety of giving options within Bremer County. The Readlyn Community Fund is a component fund within the Bremer County Community Foundation. The fund has been set up to support projects in Readlyn.

#### What We Fund

The Bremer County Community Foundation (BCCF) and the Readlyn Community Fund (RCF) committees provide grants to improve life throughout Bremer County, Iowa, as well as in Readlyn specifically. We want to help develop all our communities into places where people want to live, 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

Organizations must provide benefits to the people of the Bremer 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 Bremer County Community Foundation and Readlyn Community Fund 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 Bremer County Community Foundation and Readlyn Community Fund.**

## Restrictions

In addition to the eligibility requirements, the following restrictions also apply:

- One application per organization with the exemption of Government Entities and Fiscal Sponsors; **however, fiscal sponsors may only submit one application per sponsored organization.**
- Government entities may submit only one application per department. Schools are considered government entities.
- The grant request **minimum** for Bremer County Community Foundation is **\$1,000**; the maximum request for the Bremer County Community Foundation is **\$10,000**.
- The **minimum** grant request for Readlyn Community Fund is **\$500**; the maximum request for the Readlyn Community Fund is **\$5,000**. Requests to the Readlyn Community Fund must show specific benefit to residents of Readlyn.
- Applications for the same project from multiple organizations are not eligible for funding.
- **Generally, requests for town celebrations will not be funded through the Bremer County Community Foundation.**
- **A detailed project budget, including all income and expenses, must be included in the application. See the sample on page 4 of these guidelines.**
- **Bids and estimates should be attached in the Support Document section, not as the project budget.**
- Inherently religious activities such as religious worship, instruction, or proselytization or activities that promote specific religious doctrine are not eligible.
- Project budgets should include all income and expenses for the project, including other funding sources and in-kind donations/services.
- **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

Applications will be reviewed and scored on the following elements:

- **Feasibility** – The probability the project will be successful, including the organization’s level of staff/volunteers and collaboration with community partners.
- **Organization** – The overall health of the organization and how the application reflects the organization’s capability for completing the project.
- **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.

## Funding Priorities

**Highest priority for funding is given to projects that:**

- Address a community need, demonstrate broad-based community support, and provide benefits that are community/county wide.
- Show a high level of support or leveraged (match) funding from other sources.
- Maximize community resources through cooperation and collaboration with other organizations in the community and work to eliminate redundant services, programs, or projects.
- Show long-term sustainability of the project without annual grant support from the BCCF.

## Grant Selection Process

The Bremer County Community Foundation Committee reviews and evaluate applications submitted to the Bremer County Community Foundation and all applications requesting funds from the Readlyn Community Fund are reviewed by the Readlyn Governing Committee. Final grant recommendations are made independently by each committee. The committees are responsible for making funding recommendations to the Community Foundation of Northeast Iowa’s board of directors. The Committees carefully review and consider all eligible applications based on the guidelines stated herein. The 2022 Governing Committees are:

**Bremer County Community Foundation:**

Madeleine Ambrose	Joanne Jones	Tab Ray
Lois Buhr	Jane Juchems	Stacie Schroeder
Kristi Demuth	Steve Main	Judi Tripolino
Deb Hanson	Brian Pins	

**Readlyn Community Fund:**

Sharon Davis	Amy Sheppard
Jaci Hogan	Kyle Shores
David C. Matthias	Danny Sickles
Jill Schwickerath	

**How to Apply**

Applicants interested in seeking grants from the Bremer County Community Foundation, including the Readlyn and Waverly Community Funds 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.bremercfc.org](http://www.bremercfc.org) or [www.readlyncf.org](http://www.readlyncf.org) access the online grant system, and to find additional resources for grant seekers.

**Important Dates**

- The grant application deadline is **5:00 pm** on March 31, 2022. ***Technical assistance will be available to applicants until 5:00pm on the deadline date.***
- All applicants will be notified of the results of the grant process in mid-June 2022.
- Grants will be presented during a ceremony on Wednesday, June 29th. More details will be included in the decision notifications.  
Notification of the location of the award ceremony will be emailed to the **Legal Applicant/Fiscal Sponsor grant account contact person’s email address**. If you are a Fiscal Sponsor, you are responsible for notifying the sponsored agency or city/county department of information pertaining to the application and grant decisions.
- Grant Reports, for successful applications, will be due July 31, 2023.

**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, Program Manager, at 319-243-1358 or [dthompson@cfneia.org](mailto:dthompson@cfneia.org) with specific questions on eligibility and the application process. ***It is suggested that first-time applicants contact the program manager to explore the appropriateness of requests and for any further guidance.***

## SAMPLE PROJECT BUDGET

BCCF/RCF Project Budget						
Project: Library Updates						
Project Expenses	Total Project Cost	BCCF Request	RCF Request	Other Funding	Funding Source	Funding Status
Carpet Squares	\$ 5,000.00	\$ 3,500.00	\$ 1,500.00	\$ 0.00		
Shelving	\$ 1,500.00	\$ 1,000.00	\$ 0.00	\$ 500.00	In-Kind	Secured
Computers	\$ 4,000.00	\$ 2,000.00	\$ 1,000.00	\$ 500.00	United Way	Pending
				\$ 500.00	Donations	Received
Furniture	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 1,000.00	Agency	Secured
				\$ 500.00	Grant	Received
				\$ 500.00	Other	Secured
<b>Total</b>	<b>\$ 12,500.00</b>	<b>\$ 6,500.00</b>	<b>\$ 2,500.00</b>	<b>\$ 3,500.00</b>		

**Instructions:**

Enter each expense line item for the project in the Project Expenses column (Column A). In the Total Item 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 BCCF is entered into the BCCF Request column (Column C). The cost of the line item that is being requested from the RCF is entered into the RCF Request column (Column D). Any additional funding amounts for each project expense are entered separately in the Other Funding column (Column E). Select the appropriate funding source for each other funding amount in the Funding Source column (Column F) from the drop-down menu. Select the appropriate funding status for each funding source in the Funding Status column (Column G) from the drop-down menu. **The Total Item Cost column must equal the BCCF and RCF Request columns plus the Other Funding Column. Definitions listed below are for the other funding amounts, not the BCCF or RCF requests.**

**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 for this project other than those from the ECCF, including grants pending/received 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

***\*A blank copy of the sample budget template is available upon request. Contact Dotti Thompson at [dthompson@cfneia.org](mailto:dthompson@cfneia.org).***