

# Partners in Community Impact

Supporting organizations creating stronger communities for everyone.

# Grant Guidelines

## WINNEBAGO COUNTY COMMUNITY FOUNDATION - 2019 GRANT GUIDELINES

SNAPSHOT		
APPLICATION OPENS	FEBRUARY 1, 2019	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>
APPLICATION DEADLINE	APRIL 1, 2019	

### About the Winnebago County Community Foundation

The Winnebago County Community Foundation, an affiliate of the Community Foundation of Northeast Iowa, was formed with the intent to encourage endowment building for the long-term benefit of Winnebago County. The Community Foundation's main goals are to support Winnebago County and to attract additional funds to assist donors in creating lasting legacies through a variety of giving options within Winnebago County.

### What We Support

The Winnebago County Community Foundation provides grants to improve life in Winnebago 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 & culture



community betterment



education



environment



health



historic preservation



human service

### Eligibility to Apply for Funding

Organizations must provide benefits to the people of the Winnebago 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 WCCF 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 Winnebago County Community Foundation.**

It is suggested that applicants, in particular first-time applicants, contact Program Manager Dotti Thompson (319-243-1358 or [dthompson@cfneia.org](mailto:dthompson@cfneia.org)) to explore the appropriateness of requests and for any further guidance.

## Restrictions

- One application per organization (exceptions may be made for government entities or Fiscal Sponsor organizations). **However, fiscal sponsors may submit only one application per sponsored organization and government entities may submit only one application per department.** Schools are considered government entities for grant purposes.
- **Minimum grant request is \$1,000.**
- **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.

## Funding Priorities

The WCCF Committee places **high priority** on funding projects that:

- Address a community-based need, demonstrate broad community support, and benefits the community-at-large
- Show the organization's ability to leverage funding and support from other sources, budgets should clearly show all matching funds for projects
- Maximize community resources through cooperation and collaboration with other organizations in the community and avoid replication of services, programs, or projects
- Applicant organization and staff's capacity to achieve the desired result is important
- Show sustainability without additional long-term financial commitments from WCCF

The WCCF places **low priority** on the following and does not, as a general practice, fund these types of projects:

- Ongoing operating costs
- Salaries
- Church projects: projects that are for community-wide programs located in churches (such as food pantries, non-religious based daycares, senior citizen meals, etc.) may be considered for funding

## Grant Selection Process

The Winnebago County Community Foundation is made up of community volunteers from throughout Winnebago 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 2019 Governing Committee is:

Ken Baker	Chad Kohagen	Jill Schutjer
Lisa Durby	Marty Pins	Rachel Stensrud
Mike Johnson	Alicea Porter	Cassie Johnson, Ex-Officio

## How to Apply

Applicants interested in seeking grants from the Winnebago 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.winnebagooccf.org](http://www.winnebagooccf.org) to access the online grant system, and to find additional resources for grant seekers.

## Important Dates

- **The grant application deadline is 11:59 p.m. on April 1, 2018.**
- All applicants will be notified of the results of the grant process in mid-June 2018.
- Grant awards will be presented during a ceremony in July 8, 2019.
- Grant reports, for successful proposals, are due on January 31, 2020.

## 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 our administrative office at 319-243-1358 or [dthompson@cfnea.org](mailto:dthompson@cfnea.org) with specific questions on eligibility and the application process.