Partners in Community Impact

Supporting organizations creating stronger communities for everyone.

Grant Guidelines

TAMA COUNTY COMMUNITY FOUNDATION GRANTS - 2025

SNAPSHOT		
APPLICATION OPENS	**NOVEMBER 15, 2024**	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 (www.cfneia.org). If you have any additional questions, please contact Grant and Scholarship Manager Dotti Thompson at 319-243-1358 or dthompson@cfneia.org.
APPLICATION DEADLINE	**JANUARY 15, 2025 AT 5:00PM**	

About the Tama County Community Foundation

The Tama County Community Foundation, an affiliate of the Community Foundation of Northeast Iowa, was created by and for the people of Tama County. The Community Foundation's main goals are to support Tama County and to attract additional funds to assist donors in creating lasting legacies through a variety of giving options within Tama County.

What We Fund

The Tama County Community Foundation will provide grants to improve life in Tama County, Iowa. We want to help develop communities people want to live in and benefit rural areas of the county. Foundation funding supports projects in the following program areas:

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 Tama County *and* must meet the following criteria 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 Tama 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

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

- One application per organization per year 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 government entities.
- *The administration of each city and the county may only submit one application for a city/county-wide project (for example: banners for the downtown)*. This is in addition to separate applications for different departments.
- Grant request minimum of $1000. Requests under $1000 will not be considered.
- Budget template linked in application **must** be used to submit the project budget. **Applications that do not use the template will not be considered.** (See page 4 of the guidelines for a sample request budget using the required template.)
- Bids/estimates for purchases or contracted labor are strongly encouraged and should be attached in the Support Document section of the application.
- The following organizations are eligible for specific projects only:
  - Churches – for projects that provide community services/activities
  - Economic development organizations - for marketing/education projects that benefits the whole community, not just member businesses
  - Service clubs and veterans' organization (with eligible tax-exempt status) - for charitable community projects
- The TCCF will not support requests for the following:
  - fundraising activities or one-time events
  - funds that will be re-granted by the applicant
  - project expenses incurred/completed prior to grant notifications

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 request will be successful, including the organization's level of staff/volunteers and collaboration with community partners.
- **Community Impact and Outcomes** – The need for the request 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

- Requests that show multiple funding sources will be given higher priority by the Tama County Community Foundation.
- Requests that include salaries and/or labor will be given lower priority by the Tama County Community Foundation.
- Requests with detailed bids/estimates are given preference when labor is included in the request.

Grant Selection Process

The Tama County Community Foundation is made up of community volunteers from throughout Tama 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 2025 Governing Committee is:

Lori Baier	Dara Jefferson
Dixie Forcht	Melanie Kemper
Sara Forrester	Stacey Zeman

How to Apply

Applicants interested in seeking grants from the Tama 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.tamaccf.org to access the online grant system, and to find additional resources for grant seekers.

For your benefit, please read the entire application before beginning to answer the questions.

Important Dates

- Applications must be submitted by **5:00 pm on January 15, 2025**. *Technical assistance will be available to applicants until 5:00 pm on the day of the deadline.*
- All applicants will be notified of the results of the grant process by mid-March 2025.
- Grant awards will be presented at a ceremony in April 2025. More details will be provided with the notification letters. Grantees are encouraged to attend with staff, volunteers, and board members.
- Grant reports, for successful proposals, are due April 30, 2026.

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 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 to explore the appropriateness of requests and for any further guidance.

Sample TCCF Request Budget					
Request: Food Pantry					
Line-Item Expenses	**Total Request Cost**	**TCCF Request**	**Other Funding Amt**	**Other Funding Source**	**Other Funding Status**
Meat Purchases	$ 5,000.00	$ 2,500.00	$ 2,500.00	Donations	Received
Food Bank Purchases	$ 3,000.00	$ 1,000.00	$ 2,000.00	Agency	Received
Non-Food Purchases	$ 7,000.00	$ 2,000.00	$ 2,000.00	Donations	Secured
			$ 2,000.00	Agency	Received
			$ 1,000.00	In-Kind	Pending
Utilities	$ 2,400.00	$ 500.00	$ 900.00	Agency	Received
			$ 1,000.00	Grant	Pending
Rent on Building	$ 4,000.00	$ 500.00	$ 1,500.00	Agency	Received
			$ 1,000.00	Grant	Secured
			$ 1,000.00	In-Kind	Secured
Mileage - P/U Food	$ 1,500.00		$ 1,500.00	Donations	Secured
Wages for Staff	$ 6,000.00		$ 3,000.00	Agency	Received
			$ 3,000.00	Grant	Secured
Total	**$ 28,900.00**	**$ 6,500.00**	**$ 22,400.00**		

Instructions:

Enter each expense line item for the project in the Line-Item 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 TCCF is entered into the TCCF Request column (Column C). Any additional funding amounts for each request expense are entered separately by funding source (Column D). Enter the appropriate funding status for each funding source in the Funding Status column (Column F). You may add more rows as needed. **The Total Request Cost column must equal the TCCF Request column plus the Other Funding Source Column.**

Other 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 request other than those from the TCCF, 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

Other 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 request