



## GRANT GUIDELINES - 2019

### About the Fayette County Community Foundation

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

### What We Support

Grants are made to programs that contribute, in a significant way, to the overall welfare of the people of Fayette County. Grant applications should fit the categories of: **Art and Culture, Community Betterment, Education, Environment, Health, Historic Preservation, and Human Service.**

The Fayette County Community Foundation gives priority to projects that:

- Address important needs in the county
- Encourage additional funding through matching gifts from other donors, and in-kind donations
- Provide realistic plans for continuation funds (if applicable) from other sources
- Yield substantial benefits to the county for the resources invested

### Applying for a Grant

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

### Funding Criteria

Applications will be scored on the following criteria in order of priority and total possible points:

Matching Funds (minimum of 25% required)	15
Project Need (need of this project within the community)	10
Collaboration (collaboration importance to this project/organization)	5
Feasibility (project's likelihood for success)	5
Outcomes (outcomes clear and measurable)	5

## Applications must be submitted by 11:59 pm on November 30, 2018

*It is suggested that applicants, in particular first-time applicants, contact Program Manager Dotti Thompson to explore eligibility, the appropriateness of requests and for any further guidance.*

### Eligibility to Apply for Funding

To be eligible for a grant, applicants must be **501(c)(3), tax-exempt non-profit organizations or government entities** in good standing with the IRS, and the projects must benefit the residents of Fayette County. Charitable projects conducted by tax-exempt organizations classified as **other** than 501(c)(3) may also be eligible; please contact our office to discuss your proposal.

#### Other eligibility:

- For groups, projects, or initiatives that are not classified by the IRS as 501(c)(3), tax-exempt non-profit organizations or government entities, the 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. **For example:** *The Fayette County ISU Extension Office (fiscal sponsor) submits an application on behalf of the Master Gardeners Club (sponsored organization).*
- 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.**
- Organizations receiving funding may not apply again in the following year; organizations may continue to apply if no funding was awarded in the previous year. Government Entities/Schools may apply in consecutive years, but not for the same department. **For example:** *If the Oelwein High School received a grant in 2018 for the Athletic Department, that department cannot submit a 2019 application; however, one can be submitted by the English Department.*
- **New: Request Minimum is \$1,000 and Maximum is \$10,000.**
- Requests for pass through funds and general operating costs, including salaries, do not qualify.
- **Applicants are required to use the project budget template located in the application.** Budgets should indicate what other funding sources have been secured or are pending approval (See page 3 of Guidelines).
- **A minimum of at least 25% in matching funds is required for all projects.**

**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.

### Grant Decision and Award Dates

- The grant application deadline is 11:59 pm on November 30, 2018.
- All applicants will be notified of the results of the grant decisions in mid-March.
- Grant awards will be presented at an award ceremony in early-mid April 2019

### 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 by October 31, 2019 on the outcome of the funded project.

## Questions

Organizations interested in applying are advised to contact Program Manager Dotti Thompson (319-243-1358 or [dthompson@cfneia.org](mailto:dthompson@cfneia.org)) with specific questions on submission procedures or eligibility.

## Fayette County Community Foundation Committee Members

Janell Bradley	Rich Patrick
Erica Bushaw	Vicki Rowland
Bill Clark	Barb Schoenjahn
Susan Franzen	Rick Scheffel

## Sample Project Budget

### Project Expenses:

ITEM	COST	QUANTITY	TOTAL
Graphic Design (\$25/hour)	25.00	40	\$1,000.00
Guide book	3.50	300	\$1,050.00
Map	1.00	300	\$300.00
Shipping	52.00	1	\$52.00
Billboard advertising	400.00	1	\$400.00
Newspaper ads	120.00	4	\$480.00
Radio advertising	300.00	1	\$300.00
<b>Total Expense</b>			<b>\$3,582.00</b>

### Project Income:

SOURCE	Amount	STATUS	AMOUNT
Fayette County Community Foundation	2500.00	pending	2500.00
<b>Matching Funds</b>			
In-Kind Labor (Volunteers)	250.00	secured	250.00
Agency Funds	282.00	received	282.00
Donations/Fundraising (PSAs)	300.00	pending	300.00
Other Grants – City Council	250.00	secured	250.00
<b>Total Income</b>			<b>\$3,582.00</b>

Use this document for your project budget. Be sure to double check your totals on the right and at the bottom of each section; the expenses must equal the income before submitting the application. For the matching income section of the budget, list the type of matching income, the amount of the income, and whether it is secured, received or pending. Once you complete and save the information, upload this file into the Project Budget section of your application.

**Note:** For in-kind services, volunteer hours should be shown at a rate of \$20/hour.