



## 2018 GRANT GUIDELINES

### About the Waterville Community Foundation

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

### What We Support

The Waterville Community Foundation provides grants to improve life in Waterville, Iowa. We want to help develop a community where people want to live, work, play and stay. Areas of WCF giving are:

ART AND CULTURE

COMMUNITY BETTERMENT

EDUCATION

ENVIRONMENT

HEALTH

HISTORIC PRESERVATION

HUMAN SERVICE

### Grant Selection Process

Committee members of the Waterville Community Foundation review and evaluate submitted applications before making final funding recommendations.

### Applying for a Grant

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

**NOTE: Late, incomplete, and hard copy applications will not be considered. *Incomplete applications are those that are in DRAFT mode or do not have all required information included at the time of the application deadline.***

**Applications must be submitted by 11:59 pm on September 30, 2018**

***It is suggested that applicants, in particular first-time applicants, contact Program Manager Dotti Thompson to explore the appropriateness of requests and for any further guidance. (See page 2 for contact information)***

## 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 Waterville. 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.
- One application per organization. (**Exceptions: Government Entities and Fiscal Sponsors**)
- **Grant request *minimum* is \$250. *Maximum* is \$1,500.**
- If the organization has received past funding from the Waterville Community Foundation, all grant reporting must be up to date and in good standing, or they will be considered ineligible to apply.
- The following are not eligible for funding through the WCF:
  - Individuals
  - Businesses/For-Profit Companies
  - Churches for purpose of advancing one religion/evangelism
  - Economic Development for activities directly benefiting businesses

## Grant Decision and Award Dates

- The grant application deadline is 11:59 pm on September 30, 2018.
- All applicants will be notified of the results of the grant decisions in mid-December.
- Grant awards will be sent out in early-mid January 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 July 31, 2019 on the outcome of the funded project.

## Questions

Organizations interested in applying are advised to contact Program Manager Dotti Thompson (319-243-1356 or [dthompson@cfneia.org](mailto:dthompson@cfneia.org)) with specific questions on submission procedures or eligibility.