

Winneshiek County Community Foundation Grant Writing Workshop 11/13/2023



Welcome

- **Community Foundation of Northeast Iowa is the host foundation for the Winneshiek County Community Foundation**
- **Winneshiek County Community Foundation is composed of individuals throughout Winneshiek County**
- **Grant decisions are made locally through a grant review process**

The Winneshiek County Community Foundation

The Winneshiek County Community Foundation is a 501(c)(3) non-profit organization created by and for the people of Winneshiek County. The Foundation's mission is to strengthen Winneshiek County communities by encouraging charitable giving to create legacies for the future.

We offer world-class donor services and wise investing. Our grants are designed to act as a catalyst for community transformation and growth, enriching the lives of all area citizens.

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2023 WCCF Committee Members

Jeannie Boyer
Terry Haindfield
Terry Linderbaum
Keith Newhouse
Tracy Dostal
Lilly Jensen
Marcia McKelvey
Jana Olson
Nathan Ersig
Chelsey Kephart
Emily Mineart

Shanda Hansen , Director of Affiliate Impact at CFNEIA, provides technical support and acts as advisor to the committee and nonprofit partners

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**Arts
& Culture**



**Community
Betterment**



**Education
& Youth
Development**



**Environment
& Animal
Welfare**



Health



**Human
Service**

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Eligibility

Organizations must provide benefits to the people of the Winneshiek County **and** must meet the following criteria 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** 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 Winneshiek Community Foundation grants.
- Inherently religious activities such as religious worship, instruction, or proselytization or activities that promote specific religious doctrine are not eligible.
- Applications must be completed by the de 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.**

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Restrictions

- One application per organization with the exemption of Government Entities and Fiscal Sponsors. Government entities may submit only one application per department. Schools are government entities.
- **Minimum grant request amount is \$2,000, maximum grant request amount is \$20,000.**
- **Applicants must use the Budget Template that is linked in the application (see page 4 for example).** Complete budget details and indication of other funding sources, secured or pending approval, are required. ***The WCCF Request plus Other Funding column must equal the Total Request Cost column.*** Use of local vendors for your supplies and services is encouraged, if applicable and feasible.
- Applicants must include bids/estimates for any work being completed and/or equipment/materials to be purchased that are more than 5% of the total costs or more than \$100.

Review Criteria

The WCCF is focused on providing grants that create an impact within Winneshiek County. The inclusion of the criteria information and the ability to articulate how the organization will successfully complete a request has a high priority in the scoring of each application. Applications will be reviewed and scored on the following criteria:

Organization
Feasibility
Community Need
Request Budget
Outcomes
Innovation

How to Apply

Applicants interested in seeking grants from the Winneshiek 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; a link is located in the grants section of www.winneshiekccf.org. Also located on the website are helpful resources for logging in and navigating the online grants system.

Important Dates

The grant application submission deadline is 5:00 pm on January 15, 2024. *Technical assistance for applicants will be available until 5:00 pm on the date of the deadline.*

All applicants will be notified of the results of the grant process in mid-March 2024.

Grant award ceremony will be held in April 2024. More details will be provided with the notification letter.

Grant Reports, for successful proposals, will be due April 30, 2025.

Grant Conditions

- 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.



Grant Writing

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Tips for a Competitive Grant Application

- **Public Outreach** – Make connections within the community. Seek out opportunities to engage the public in your efforts.
- **People Focus** – Show evidence of impact on the community.
- **Evaluation** – Can the project be done in the time frame allowed by grant process? What does success look like?
- **Administration** – Follow the guidelines and deadlines for grants. Timeframes vary from funder to funder.

What is a Good Project?

- Can be accomplished in 6-12 months
- Provides tangible benefits to the local communities
- Engages many sub-sets of the community – Students, businesses, retired individuals, youth
- Focused on programming, not general support
- Has concrete, measurable outcomes
- Focuses on long-term impacts
- Examples: Capital improvements, community efforts, educational programming, expansion of public recreation opportunities

What is a Good Application?

- Clearly indicates how your organization can complete the project in the grant time frame
- States what your organization **will** accomplish, not what you hope to do
- Includes collaborations or partnerships your organization has or will build within the local community
- Includes a budget as requested by the grantor
- Realistic funding request and/or other funders supporting the project
- States clear, measurable outcomes of the project
- Clearly articulates the need the project will meet within the local area

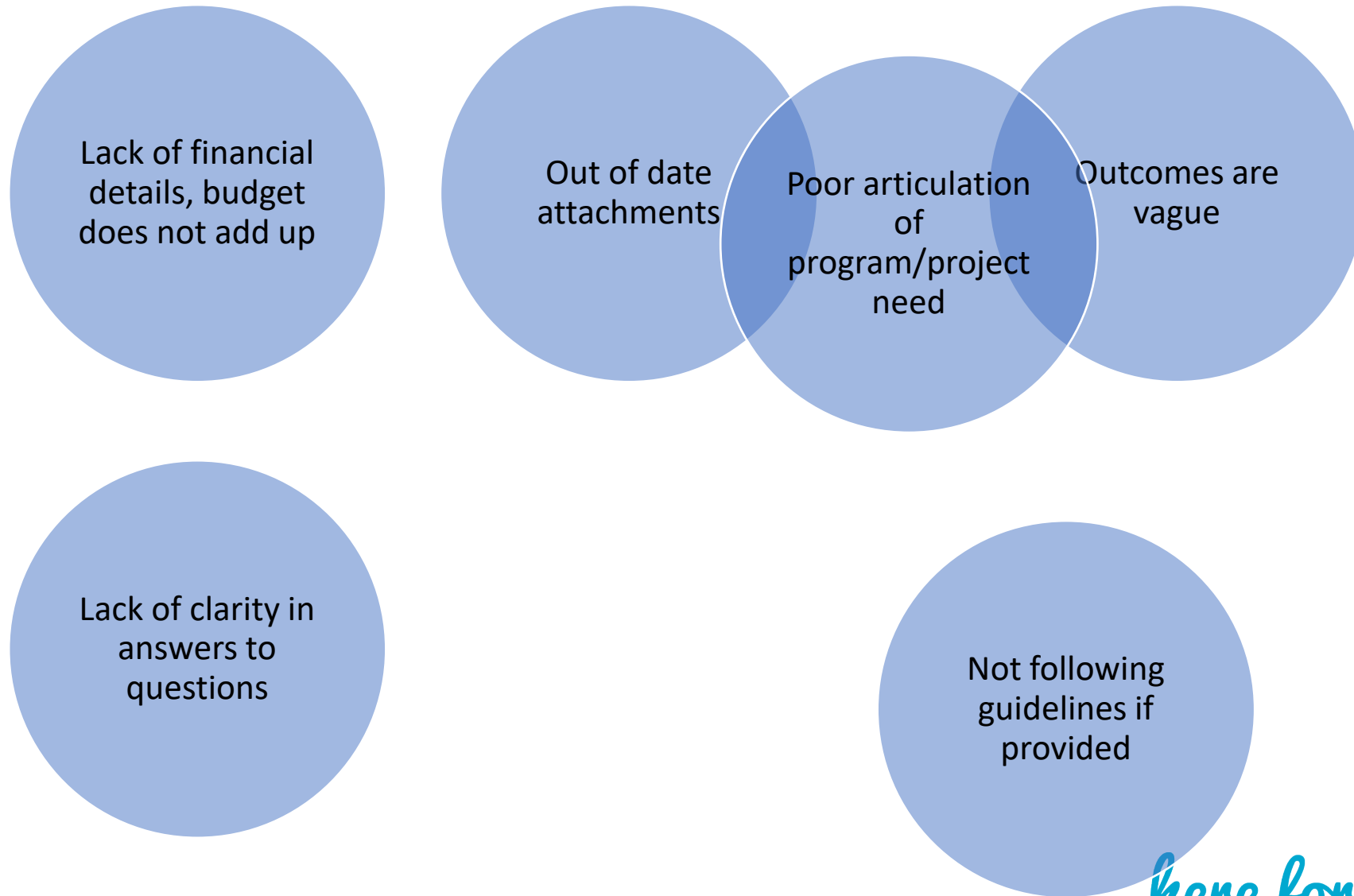
Convinces the reviewer that they *NEED* to fund the project

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Tips for a Good Grant Application

- Ask questions
- Be brief, but complete
- Have someone outside your organization read the application
- Proof read!
- Seek funding based on your organization's vision/strategic plan, not just to chase a grant
- Before submitting, make sure that all required documents are uploaded and can be opened
 - If possible, open the application on a computer other than the one the attachments were created on to be sure they open in a different format
 - Pay attention to the approved document format – most online applications allow only for certain types of documents, such as PDF, Word or Excel

Common Mistakes in Grant Applications



Administering the Grant

- **Keep the outcomes stated in the application in mind when conducting the project**
 - Track the accomplishment of each outcome – was it successful?
 - Revise the outcomes as needed, but maintain the original purpose of the project
 - Be prepared to articulate the results of the project in a final Grant Report
- **Know the deadline for submitting any grant reports**
 - Deadlines will be different based on individual funders
 - Submission requirements may be different – some online, some hard copies
- **Take photos of project, participants and/or results – Funders want to see the project's success**
- **Contact the funder for any delays to completion, updates on the project**
- **Invite local the community foundation/other funders to events that are part of the project**

Resources

Iowa Nonprofit Center: <https://inrc.law.uiowa.edu/>

Center for Nonprofit Excellence: <https://www.thecne.org/engage/grants/>

CFNEIA Resource Page: <https://www.cfneia.org/grants/grantseeker-resources/>

Iowa Council of Foundations: <https://iowacounciloffoundations.org/#>

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