

# Partners in Community Impact

Supporting organizations creating stronger communities for everyone.

# Grant Guidelines

## FRANKLIN COUNTY COMMUNITY FOUNDATION - 2023

SNAPSHOT		
APPLICATION OPENS	NOVEMBER 15, 2022	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 Grant and Scholarship Manager Dotti Thompson at 319-243-1358 or <a href="mailto:dthompson@cfneia.org">dthompson@cfneia.org</a> .
APPLICATION DEADLINE	JANUARY 15, 2023, AT 5:00PM	

### About the Franklin County Community Foundation

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

### What We Fund

The Franklin County Community Foundation will provide grants to improve life in Franklin 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:



### Eligibility to Apply

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

## Restrictions

- One application per organization with the **exemption of Government Entities and Fiscal Sponsors**. 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.
- **Grant request minimum is \$1,000; maximum should not exceed \$10,000.**
- Applicants **must** match at least 20% of the requested amount for the project. Match may be cash or in-kind (only 10% of match may be in-kind). All in-kind match must be included in the project budget as dollar amounts. Volunteer labor in-kind match should be calculated at \$15/hour. See sample budget on page 4 for more information.
- **Applicants are encouraged to include bids/estimates for work being done or equipment being purchased.**
- 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 benefit the whole community, not just member businesses
  - Service clubs and veterans’ organizations (with eligible tax-exempt status) - for charitable community projects
- Inherently religious activities such as religious worship, instruction, or proselytization or activities that promote specific religious doctrine are not eligible.
- Requests for funds that will be re-granted by the applicant, including scholarships, or for fundraising/one-time events will not be funded by the Franklin County Community Foundation.
- **Late, incomplete, or hard copy applications will not be considered.** Incomplete applications are those in DRAFT mode at the time of the application deadline.

## 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 project will be successful, including the organization’s level of staff/volunteers and collaboration with community partners, and ability to fund future costs of the project.
- **Community Need and Outcomes** – The need for the project 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 Preferences and Priorities

In addition, the Franklin County Community prefers to fund projects that:

- Utilize local vendors and contractors when possible
- Are specific projects that enhance the work of nonprofit groups
- Can be completed within the grant period
- Demonstrate multiple sources of income for the project
- Are sustainable without ongoing support from the FCCF

## Grant Selection Process

The Franklin County Community Foundation is made up of community volunteers from throughout Franklin 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 2023 Governing Committee is:

Jeanie Arends  
Dennis Carlson  
Ted Hughes  
Aimee Lenth

Kayla Norman  
Anne Plagge  
Nicole Poock

Eric Reicherts  
Jamie Reinke  
Michelle Sackville

## How to Apply

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

## Important Dates

- The grant application deadline is 5:00 pm on January 15, 2023. ***Technical support will be available to applicants until 5:00pm on Friday, January 13, 2023.***
- All applicants will be notified of the results of the grant process in mid-March 2023.
- Grant awards will be presented in mid- April 2022. More details will be provided with grant notifications.
- Grant reports, for successful proposals, are due on April 30, 2024.

## 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@cfneia.org](mailto:dthompson@cfneia.org) with specific questions on eligibility, to explore the appropriateness of requests and/or for any further guidance of the application process.

## SAMPLE PROJECT BUDGET

### Project Expenses:

ITEM	COST	QUANTITY	TOTAL
Graphic Design (\$25/hr)	25.00	4	\$ 100.00
Guidebook	15.00	300	\$ 4,500.00
Shipping	80.00	1	\$ 80.00
Newspaper Ads	200.00	5	\$ 1,000.00
Map	5.00	200	\$ 1,000.00
<b>Total Expense</b>			<b>\$ 6,680.00</b>

### Project Income:

SOURCE	AMOUNT	STATUS	TOTAL
Franklin County Community Foundation	\$ 4,000.00		\$ 4,000.00
<b>Matching Funds</b>			
In-Kind Labor	\$ 300.00		\$ 300.00
Agency Funds	\$ 800.00		\$ 800.00
Donations/Fundraising	\$ 1,000.00		\$ 1,000.00
Other Grants	\$ 580.00		\$ 580.00
<b>Total Matching Funds</b>	<b>\$ 2,680.00</b>		<b>\$ 2,680.00</b>
<b>Total Income</b>			<b>\$ 6,680.00</b>

**Total Matching Funds %**

**0.67%**

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 labor can be rated at \$20 per hour. For example: If a volunteer will be removing shingles from a roof over 5 hours, the in-kind labor amount would be \$100 (5 hours X \$20).**

### 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 other than those from the FCCF, including other CFNEIA Affiliate Community Foundations

**Donations** - Funds received from private individuals or businesses

**United Way** - Funds received through United Way organizations

**Other** - Funds from a source not listed

### Funding Status Definitions:

**Pending** - Being sought or awaiting approval/denial

**Secured** - Committed, not received

**Received** - Received and earmarked