

# Tama County Community Foundation - 2019

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*Community Foundation Northeast Iowa*

## *Application Basics*

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**NOTE:** There have been changes to the Tama County Community Foundation Grant Guidelines. Review these guidelines before beginning this application. They can be found here: **[www.tamaccf.org](http://www.tamaccf.org)**.

### **Project Name\***

*Character Limit: 100*

### **Project Summary\***

Provide a brief summary of the project.

*Character Limit: 350*

### **Program Area\***

Select the option that best fits this project. See this document for a description of each Program Area types.

#### **Choices**

Art and Culture  
Community Betterment  
Education  
Environment  
Health  
Historic Preservation  
Human Service

### **Funding Request Type\***

#### **Choices**

Capital  
Equipment/Materials  
Operations  
Programming

### **Staff Comments**

*Character Limit: 2000*

## Organization Information

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### Fiscal Sponsorship\*

Is this organization (fiscal sponsor) applying on behalf of another organization or group (sponsored organization)? Government departments applying through their county, city, or school are not in a fiscal sponsorship.

**Example:** If the Tama Betterment Committee is applying on behalf of the Master Gardeners Club. They are independent organizations, but the Tama Betterment Committee (fiscal sponsor) is a 501(c)(3) organization and the Master Gardeners Club (sponsored organization) is not.

### Choices

Yes

No

### Sponsored Organization's Information

If you answered "Yes" to the above question, provide the name of the sponsored organization or group.

*Character Limit: 100*

### Organization Type\*

**Note: After submitting this application, you may be contacted to provide additional documentation to demonstrate proof of tax exempt status.**

### Choices

Public Charity (501(c)(3))

Government Entity

Other Tax Exempt Organization

### Financial Statement\*

Upload a copy of your organization's most recent financial statement (this is usually called a balance sheet).

See "Other Details" section here for help uploading a file.

*File Size Limit: 2 MB*

## Project Details

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### Project Description\*

Provide a complete description of the project, including specific details about the implementation of the project. If the Tama County Community Foundation has funded **this project** previously, what were the documented outcomes?

- Was the project considered successful? Why or why not?
- Of not, what challenges were faced, and how have they been addressed in this current request?

*Character Limit: 2500*

**Project Start Date\***

*Character Limit: 10*

**Project End Date\***

*Character Limit: 10*

**Expected Outcomes and Measurements\***

What are the expected outcomes? Describe outcomes (impact, results, etc.), NOT outputs (activities, services, materials, etc.). Describe any tools, methods, and/or strategies that you will use to measure outcomes.

*Character Limit: 1500*

**Primary Contact\***

Who is the primary contact for this project. List the following:

**Person's Name**

**Organization**

**Phone Number**

*Character Limit: 200*

**Primary Contact Email\***

*Character Limit: 250*

*Financial Information*

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**Total Project Budget\***

*Character Limit: 20*

**Amount Requested\***

**Minimum Request Amount: \$250**

*Character Limit: 20*

**Budget Narrative\***

Describe in detail how any awarded grant money will be utilized.

*Character Limit: 750*

**Project Budget\***

Attach a detailed project budget, which includes all sources of income and expenses for this project. Include in-kind gifts/services, other grant requests, existing organization funds, private donations, etc. Indicate if other funding is pending, approved, or received. **Use only Word, Excel, or .pdf files.**

**This budget template must be used to submit your project budget.**

See "Other Details" section here for help uploading a file.

*Character Limit: 100 | File Size Limit: 2 MB*

**Future Funding Plans\***

Indicate how this project will be funded in the future.

*Character Limit: 750*

## Community Impact

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While this project may benefit people from outside Tama County (for example, a museum that attracts people from out of the area), limit the following responses to the impact your project will have on the citizens of Tama County.

**Community Need\***

Describe the community need in Tama County this project addresses and your organization's strategy to address it. Provide specific data (and sources) that demonstrate evidence of this need. If applicant is a government entity, address how a grant will help to "lessen the burdens of government."

*Character Limit: 2000*

**People Being Served\***

Describe the people who will be **directly** served by this project? Indicate the age, race/ethnicity, socioeconomic status, and/or the specific town/area/region within Tama County being served.

*Character Limit: 1000*

**Youth Being Served\***

List the number of youth (ages 0-18) from Tama County who will directly benefit from this project.

*Character Limit: 6*

**Adults Being Served\***

List the number of adults from Tama County who will directly benefit from this project.

*Character Limit: 6*

**Supporting Documents**

You can attach an additional file to this application, if desired. This document can be a bid for the cost of the project, a letter of support, photos, a blueprint of a building plan, etc. Use only .pdf, .doc, .jpg or .xls files.

See "Other Details" section here for help uploading a file.

*File Size Limit: 2 MB*

## **Applicant Feedback**

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Our foundation is interested in improving our grantmaking practices (the level at which our process is transparent, flexible, and simple for applicants). The following questions seek feedback from applicants that will assist us in this process. We encourage you to be as honest as possible. No answers will affect your organization's chances of being awarded a grant through the Tama County Community Foundation.

### **Question 1\***

How long did it take you to collect the information requested and complete this application?

#### **Choices**

- Under 3 hours
- 3 – 6 hours
- 6 – 9 hours
- 9 – 12 hours
- 12+ hours

### **Question 2\***

Select up to 3 practices you feel would improve our grant process.

#### **Choices**

- Applications are made shorter (simplification)
- Budgets can be submitted in any format; no budget template required (simplification)
- Detailed feedback on application is provided after grant decisions (transparency)
- Funding priorities and/or selection criteria are listed in the grant guidelines (transparency)
- General operating and/or salary costs related to project are eligible for funding (flexibility)
- Grant reporting deadlines are extended from 6 months to 1 year (flexibility)
- Past funding history is published on website (transparency)

### **Question 3\***

What assistance from the community foundation would be helpful to your organization? Select up to 3.

#### **Choices**

- Access to application questions before creating online account
- Assistance with problem solving and learning after a grant is made
- Guidance for potential grant projects via phone or in person
- More opportunity to ask questions
- Sample documents or templates

## Authorized Signature

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### Project Budget Template\*

The required budget template has been used and uploaded into this application.

#### Choices

Yes

**Important!** By entering data into the next three (3) fields calling for insertion of your Name, Title, and Date, you are:

- (1) representing that you are an officer or other agent for the Legal Applicant duly authorized to enter into legally binding agreements on behalf of the Legal Applicant
- (2) agreeing to submit this grant application in an electronic form on behalf of the Legal Applicant which shall be bound by its contents as an electronic transaction
- (3) agreeing that you provided true, accurate, current, and complete information
- (4) agreeing that your insertion of data into these following fields constitutes an electronic signature.

### Name (Authorized Representative):\*

*Character Limit: 150*

### Title.\*

*Character Limit: 50*

### Date:\*

*Character Limit: 10*