

Partners in Community Impact

Supporting organizations creating stronger communities for everyone.

Grant Guidelines

EMMET COUNTY COMMUNITY FOUNDATION GRANTS - 2023

SNAPSHOT		
APPLICATION OPENS	MARCH 1, 2023	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 (www.cfneia.org). If you have any additional questions, please contact Program Manager Dotti Thompson at 319-243-1358 or dthompson@cfneia.org .
APPLICATION DEADLINE	APRIL 15, 2023 at 5:00pm	

The Emmet County Community Foundation

The Emmet County Community Foundation, an affiliate of the Community Foundation of Northeast Iowa, is created by and for the people of Emmet County. The Foundation's mission is to strengthen Emmet County communities by encouraging charitable giving to create legacies for the future. Our grants are designed to act as a catalyst for community transformation and growth, enriching the lives of area citizens.

What We Fund

The Emmet County Community Foundation provides grants to improve life in Emmet 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 giving are:



Arts & Culture



Community Betterment



Education & Youth Development



Environment & Animal Welfare



Health



Human Service

Eligibility to Apply

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

Restrictions

In addition to the eligibility requirements, the following restrictions also apply:

- One application per organization with the exemption of Government Entities and Fiscal Sponsors; however, fiscal sponsors may submit only one application per sponsored organization.
- Government entities may submit only one application per department. Schools are government entities.
- **Grant request minimum is \$3,000. Maximum is \$20,000.** The ECCF may decide to fund only a portion of the requested amount.
- Inherently religious activities such as religious worship, instruction, or proselytization or activities that promote specific religious doctrine are not eligible.
- 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 benefits the whole community, not just member businesses
 - Service clubs and veterans' organization (with eligible tax-exempt status) - for charitable community projects
- A **detailed** project budget, including all income and expenses, must be included in the application. There is a sample budget template in the application that applicants are **required** to use. See the sample on page 4 of these guidelines. **Applicant workshop in March.**
- **Bids and estimates should be attached in the Support Document section, not as the project budget.**
- Projects requesting operating and salary expenses will be given low priority.
- **Late, incomplete, or hard copy applications will not be considered.** Incomplete applications are those in DRAFT mode at the time of the application deadline.

Overarching Priorities:

The Community Foundation has established the following as priorities for funding:

- **Projects that address transformational change at the community/county level. *Transformational is defined as long-term, effective change that enhances, improves, and/or redesigns a system, process, or organization.***
- **Projects that broaden offerings and encourage new experiences.**
- **Projects that enrich the quality of life for residents throughout Emmet County.**

Review Criteria

Applications will be reviewed and scored on the following elements:

- **Organization and Collaboration** – The overall health of the organization and how the application reflects the organization's capability for completing the project. The level of community partners that will assist with the completion of the project. Organizations with offices outside of Emmet County should show how the project will benefit county residents.
- **Feasibility** – The probability the project will be successful, including the organization's level of staff/volunteers and collaboration with community partners. High Priority is given to volunteer projects.
- **Community Need and Outcomes** – The need for the project and how the proposed outcomes impact the community/county. High priority will be given to projects that maximize community resources through cooperation and collaboration with other organizations in the community and work to eliminate redundant services, programs, or projects.
- **Project Budget** – The details of the budget and the ability to secure and/or leverage other funding sources, including in-kind services. High priority will be given to projects that have matching funds from other sources.

Grant Selection Process

The Emmet County Community Foundation is made up of community volunteers from throughout Emmet 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:

Robin Enerson	Mary Moorman	Jim Rosendahl
Bob Grems	Diane Nelsen	Megan Spurgin
Jean Hoffman	Dr. Cory Rezac	Tena Sunde
Autumn Larsen		

How to Apply

Applicants interested in seeking grants from the Emmet 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.emmetccf.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 April 15, 2023. *Technical support will be available until 5:00pm on April 14, 2023.***
- All applicants will be notified of the results of the grant process in mid-June 2023.
- Grant awards will be presented during a ceremony in early July 2023.
- Grant Reports, for successful proposals, are due by July 31, 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 Dotti Thompson, Grants & Scholarship Manager, at 319-243-1358 or dthompson@cfneia.org with specific questions on eligibility. ***It is suggested that first-time applicants contact our office to explore the appropriateness of requests and for further guidance.***

SAMPLE PROJECT BUDGET

ECCF Project Budget					
Project: Library Updates					
Project Expenses	Total Item Cost	ECCF Request	Other Funding Amt	Other Funding Source	Funding Status
Carpet Squares	\$ 2,000.00	\$ 1,500.00	\$ 500.00	Agency	Secured
Shelving	\$ 750.00	\$ 250.00	\$ 500.00	In-Kind	Secured
Computers	\$ 4,000.00	\$ 2,000.00	\$ 500.00	Agency	Secured
			\$ 1,000.00	Grant	Received
			\$ 500.00	Donations	Pending
Chairs	\$ 1,500.00		\$ 500.00	Agency	Secured
			\$ 500.00	Donations	Pending
			\$ 500.00	In-Kind	Received
Total	\$ 8,250.00	\$ 3,750.00	\$ 4,500.00		

Instructions:

Enter each expense line item for the project in the Project Expenses column (Column A). In the Total Item Cost column, enter the total cost for the corresponding line item (Column B). The cost of the line item that is being requested from the ECCF is entered into the ECCF Request column (Column C). Any additional funding amounts for each project expense are entered separately by funding source using the drop-down menu into the Other Funding Amt column (Column D). Select the appropriate funding status for each funding source in the Funding Status column (Column F) from the drop-down menu. You may add more rows as needed. **The Total Item Cost column must equal the ECCF Request column plus the Other Funding Source Column.**

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 for this project other than those from the ECCF, including grants pending/received from other CFNEIA Affiliates
- 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** - Funds have been sought, but are awaiting approval/denial
- Secured** - Funds have been committed but not received by the organization
- Received** - Funds have been received and are earmarked for the project