Welcome

- **Community Foundation of Northeast Iowa is the host foundation for the Floyd County Community Foundation**

- **Floyd County Community Foundation is composed of individuals throughout Floyd County**

- **Grant decisions are made locally through a grant review process**

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The Floyd County Community Foundation

The Floyd County Community Foundation (FCCF), an affiliate of the Community Foundation of Northeast Iowa, is a 501(c)(3) non-profit organization created by and for the people of Floyd County.

Our mission is to enhance the quality of life for the people of Floyd County by helping donors carry out their charitable intent and by providing responsible stewardship of gifts for community purposes.

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2023 FCCF Committee Members

Jen Burton

Kurt Hoeft, Chair

Sarah Murray

Lisa Garden

Melissa Jones

Amy Staudt

Randy Heitz

Amy Leaman

Teresa Stevens-Marth

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

- 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.
- Current with all state and federal reporting requirements, such as filing of 990 forms.
- No past due grant reports for previous Floyd County Community Foundation grants.
- Requests that include or require participation in inherently religious activities such as religious worship, instruction, or proselytization or activities that promote specific religious doctrine are not eligible.
- Application must be completed by the due 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

MINIMUM REQUEST: $1,000   **MAXIMUM REQUEST: $10,000**

- 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 considered government entities for grant purposes.

- **Requests for general operating costs are not eligible**; the budget should not include salary, wages, or benefits as part of the FCCF request.

- **Applicants are required to use the Budget Template that is linked in the application (see page 4 for example). A detailed request budget must be included in the application.**

- Capital improvements, such as parking lot and roof repairs, for member-based organizations (churches, veterans' organizations, etc.) must benefit the community, not just the organization.

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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 fulfilling the request.
- **Feasibility** – The probability the request will be successful, including the organization's level of staff/volunteers and collaboration with community partners.
- **Community Need and Outcomes** – The need for the request and how the proposed outcomes impact the community/county.
- **Request Budget** – The details of the budget and the ability to secure and/or leverage other funding sources, including in-kind services.

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Funding Priorities

The FCCF supports requests that address a critical need in Floyd County, act as a catalyst for positive outcomes for a larger community goal, encourage collaborative efforts, and show feasibility of long-term sustainability. Additional funding priorities include:

- High priority is given to volunteer requests and/or those that have matching funds from other sources.

- Request description and community impact will be given significant consideration.

- Organizations with offices outside of our county should show how the request will benefit county residents.

- The FCCF supports **specific requests** that enhance the work of nonprofit groups.

- Lower priority will be given to requests that cannot show sustainability without additional long-term financial support from the FCCF.

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How to Apply

Applicants interested in seeking grants from the Floyd 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.floydccf.org to access the online grant system and to find additional resources for grant seekers.

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Important Dates

The grant application deadline is <mark>5:00 pm on October 15, 2023.</mark> *Technical assistance will be available until 5:00 pm on Friday, October 13, 2023.*

- All applicants will be notified of the results of the grant process in <mark>mid-December 2023.</mark>

- Grant awards will be presented during a <mark>ceremony in January 2024,</mark> at the Youth Enrichment Center. Further details will be included with grant notifications.

- Grant reports, for successful proposals, <mark>are due January 31, 2025.</mark>

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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.)

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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 that the project will impact local people and how the impact will benefit the community. Projects that educate and motivate local communities have high priority.

- **Evaluation** – Can the project be done in the time frame allowed by grant process? How will you show the success of the project? What is the purpose of the project?

- **Administration** – Follow the guidelines and deadlines for grants. Timeframes vary from funder to funder.

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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

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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 detailed budget that shows all funds being used for the **project**
  - *Do not include an overall agency budget*
  - *Break down costs, i.e. supplies, travel, marketing, etc.*

- 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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Writing the application for your org.

- If possible, talk to a representative of the funding organization *before* applying.

- Be brief, but complete

- Have someone outside your organization read the application with these questions in mind:
    - Does it describe the specific project funding will help implement?
    - Does it clearly state the community need?
    - Are there any questions that need more (or less) information?
    - Is the application/administration too complicated for the amount of funds you are seeking?

- 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

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Common Mistakes in Grant Applications

- Lack of financial details <u>specific to the project</u>

- Out of date attachments, unnecessary attachments

- Budget doesn't add up

- Outcome plans are vague or incomplete

- Poor articulation for project need in the local community

- Lack of concrete answers to questions

- Requesting funds in excess of limitations
  - review the grant guidelines of each funder to be sure you know the limitations

- Project is too large or appears to require multi-year funding

- Lack of matching funds if encouraged

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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**

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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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