



BENTON COUNTY COMMUNITY FOUNDATION - 2019 GRANT GUIDELINES

SNAPSHOT		
APPLICATION OPENS	JANUARY 1, 2019	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	MARCH 15, 2019	

About the Benton County Community Foundation

The Benton County Community Foundation, an affiliate of the Community Foundation of Northeast Iowa, is a 501(c)(3) non-profit organization created by and for the people of Benton County. The Foundation's mission is to strengthen Benton County 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 area citizens.

What We Support

The Benton County Community Foundation provides grants to improve life in Benton 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: **Art and Culture, Community Betterment, Education, Environment, Health, Historic Preservation, and Human Service.**

Eligibility to Apply for Funding

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

It is suggested that applicants, in particular first-time applicants, contact Program Manager Dotti Thompson (319-243-1358 or dthompson@cfneia.org) to explore the appropriateness of requests and for any further guidance.

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.** Government entities may submit only one application per department. Schools are considered government entities for grant purposes
- Applicants must use the Budget Template that is embedded in the application; those that do not include the required Budget Template will be disqualified (see page 3 for example). **NOTE: There is a new template**
- Amounts requested that are **less than \$1,000** or more than \$10,000 will be disqualified.
- Requests for building projects and/or veterans' needs from veterans' organization are eligible **if project benefits the community as a whole;** requests for veterans' memorials are not eligible.
- Requests for funding of city welcome signs **and wayfinding signs** are not eligible for funding.

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.
- **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.

Grant Selection Process

The Benton County Community Foundation is made up of community volunteers from throughout Benton 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 2019 Governing Committee is:

Linda Barkdoll	Ann Jorgensen	Mary Pech
Philip Borleske	Rod Kubichek	Tim Peters
Bryce Brecht	John Mossman	Anna Upah
Alison Henkle	Jim Parmenter	Nicholas Volk

How to Apply

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

Late, incomplete, or hard copy applications will not be considered. Incomplete applications are those in DRAFT mode at the time of the application deadline.

Important Dates

- The grant application deadline is 11:59pm on March 15, 2019.
- All applicants will be notified of the results of the grant process in mid-June 2019.
- Grant awards will be presented during a ceremony on **July 23, 2019.**
- Grant reports, for successful proposals, are due January 31, 2020.

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 with specific questions on eligibility.

Sample BCCF Project Budget					
Project: Roof Repairs					
Project Expenses	Total Project Cost	BCCF Request	Other Funding Amt.	Other Funding Source	Funding Status
Roofing Shingles	4000.00	2000.00	1000.00	Agency Funds	Received
			1000.00	Grant - Walmart	Pending
Roofing Supplies	2000.00	500.00	500.00	In-Kind-Menards	Secured
			1000.00	Donations	Received
Labor	1500.00		1500.00	In-Kind- Volunteers	Secured
Total	\$ 7,500.00	\$ 2,500.00	\$ 5,000.00		

Instructions:

Enter each expense line item for the project in the Project Expenses column (Column A). In the Total Project 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 BCCF is entered into the BCCF Request column (Column C). Any additional funding amounts for each project expense are entered separately by funding source into the Other Funding Amt. column (Column D). The type of funding source must be selected from the drop down list in the Other Funding Source column (Column E). Select the appropriate funding status for each funding source in the Funding Status column (Column F) from the drop down list. You may add more rows as needed. **The Total Project Cost column must equal the BCCF 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 other than those from the BCCF

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