



2019 GRANT GUIDELINES

About the Tama County Community Foundation

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

What We Support

The Tama County Community Foundation will provide grants to improve life in Tama County, Iowa. We want to help develop communities that people want to live in, as well as to benefit rural areas of the county. Foundation funding supports projects in the following program areas: art and culture, community betterment, education, environment, health, historic preservation, and human service.

Grant Selection Process

Committee members of the Tama County Community Foundation review and evaluate submitted applications before making final funding recommendations.

Applying for a Grant

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

Funding Priorities

- Requests that show multiple funding sources for project will be given higher priority by the Tama County Community Foundation.
- Requests that include salaries and/or labor will be given lower priority by the Tama County Community Foundation.

For your benefit, please read the entire application before beginning to answer the questions.

Applications must be submitted by 11:59 pm on January 15, 2019

It is suggested that applicants, in particular first-time applicants, contact Program Manager Dotti Thompson to explore the appropriateness of requests and for any further guidance. (See page 2 for contact information)

Eligibility to Apply for Funding

To be eligible for a grant, applicants must be **501(c)(3), tax-exempt non-profit organizations or government entities** in good standing with the IRS, and the projects must benefit the residents of Tama County. Charitable projects conducted by tax-exempt organizations classified as **other** than 501(c)(3) may also be eligible; please contact our office to discuss your proposal.

Other Eligibility:

- Organizations NOT classified by the IRS as a 501(c)(3) charitable organization, or equivalent, must partner with an eligible Legal Applicant/Fiscal Sponsor, who must submit the application. Fiscal Sponsors are legally and financially responsible for funds that are approved and granted from TCCF.
- Budget template in application **must** be used to submit the project budget. **Applications that do not use the template will not be considered.** See page 3 of the guidelines for a sample project budget using the required template.
- One application per organization per year with the exemption of Government Entities and Fiscal Sponsors; *however, fiscal sponsors may only submit one application per sponsored organization. Government entities may submit only one application per department.*
- **Grant request minimum of \$250. Request under \$250 will not be considered.**
- Churches and economic development organizations may only apply for projects that benefit the community as a whole, not for advancement of one religion/evangelism or member businesses.
- Organizations that have received past funding from the Tama County Community Foundation must have all grant reporting up to date and be in good standing, or they will be ineligible to receive additional grants.

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

Grant Decision and Award Dates

- Applications must be submitted by 11:59pm on January 15, 2019.
- Grants from the Tama County Community Foundation will be approved in March 2019.
- All applicants will be notified of the results of the grant process by mid-March 2019.
- Grant awards will be presented at a ceremony in April 2019.

Grant Conditions

Awarded applicants are required to:

- Sign a Terms of Grant Agreement which clarifies legal parameters for use of the grant.
- Submit a short online report by **October 31, 2019** on the outcome of the funded project.

Questions

Applicants are encouraged to contact our administrative office at 319-243-1358 or dthompson@cfnea.org with specific questions about the application process or eligibility requirements. You may also contact a local TCCF Governing Committee for general information about funding priorities.

Tama County Community Foundation Committee Members

Greg Pettiecord, Chair

Darvin Graham

Trudi Scott

Emily Babinat, Vice Chair

Mary Ann Gregory

Brian Sokol

Angela Jacobs, Sec/Treas.

Willie Karsjen

Sandy Supianoski

Sue Carnahan

Sandi Kopriva

Ellen Young

Ardene Cross

Rick Krug

Kathy Fattig

John Lloyd

Sample Project Budget

Expenses				
*Cost Breakdown	\$ TCCF Funds	Other Committed Funds	In-Kind Funds	Total
Program Brochures		\$2,000.00		\$2,000.00
Books for Clients	\$700.00	\$700.00		\$1,400.00
Marketing of Program	\$300.00		\$700.00	\$1,000.00
Salary for Coordinator		\$14,000.00		\$14,000.00
Benefits		\$2,000.00		\$2,000.00
Food for Meetings			\$500.00	\$500.00
Travel Vouchers	\$300.00	\$300.00	\$300.00	\$900.00
Supplies - markers, flip	\$250.00	\$250.00		\$500.00
Misc. Expenses		\$500.00		\$500.00
Total	\$1,550.00	\$19,750.00	\$1,500.00	\$22,800.00
%	7%	87%	6%	

Income				
Income Type	Sources	Project Detail	Status	Total
Grant	TCCF	Supplies, Marketing, Vouchers	pending	\$1,550.00
Applicant Funds	Operation Funds	Salary, benefits	received	\$16,000.00
	Operation Funds	Misc. expenses	received	\$500.00
	Operation Funds	Supplies	received	\$250.00
In-Kind Services	Tama/Toledo Paper	Marketing - Advertising/PSA	secured	\$400.00
	Volunteer	Marketing - Printing of Flyers	pending	\$300.00
	Volunteers	Food for Meetings	secured	\$500.00
	Local Bus & Taxis	Travel Vouchers	secured	\$300.00
Private Donations	Donor	Program Brochures	pending	\$1,000.00
	Fundraisers	Program Brochures	secured	\$1,000.00
Other Grants	State Grant	Client Books	received	\$700.00
	United Way	Travel Vouchers	pending	\$300.00
Total				\$22,800.00

*Use this document for your project budget. You may change or add to the Cost Breakdown column as it applies to your particular project. Be sure you double check your totals on the right and at the bottom before you are finished. For the matching income section of the budget, list where the matching income will come from, the source of the income, what it will be used for in the project and whether it is secured, received or pending. Once you complete and save the information, upload this file into your application in the Project Budget section.

Please Note: For in-kind services, general laborers performing unskilled labor are to be billed at minimum wage. Skilled volunteers can be billed out at their normal rates as long as they perform tasks within their area of expertise. For example: a carpenter who normally charges \$15/hour can have in-kind services equal \$15/hour if doing carpentry work. If the carpenter is washing windows or cleaning floors, the hourly compensation for the service would be minimum wage.

The total for the matching income section must equal the expense section before you upload your budget.