

Partners in Community Impact

Supporting organizations creating stronger communities for everyone.

Grant Guidelines

CERRO GORDO COMMUNITY FOUNDATION GRANTS - 2020

REVISED

SNAPSHOT		
APPLICATION OPENS	JANUARY 1, 2020	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 (WAS APRIL 1)	APRIL 8, 2020	

About the Cerro Gordo County Community Foundation

The Cerro Gordo 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 Cerro Gordo County. The vision of the Cerro Gordo County Community Foundation is to be a premier philanthropic program enhancing and impacting the lives of the residents of Cerro Gordo County through donor opportunities, endowment growth and management, and responsible and local grant distribution.

What We Fund

The Cerro Gordo County Community Foundation will provide grants to improve life in Cerro Gordo 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 & culture



community betterment



education



environment



health



historic preservation



human service

Eligibility to Apply

Organizations must provide benefits to the people of the Cerro Gordo 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 Cerro Gordo 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 Cerro Gordo 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

- Organizations that are 501(c)(3) nonprofits in good standing with the IRS must apply through their own tax ID#, not through a fiscal sponsor.
- Generally, the Cerro Gordo Community Foundation does not fund operational costs of projects.
- Grant request minimum is \$1,000.
- **Applicants must use the Budget Template that is embedded in the application. See page 4 for example.**
- Inherently religious activities such as religious worship, instruction, or proselytization or activities that promote specific religious doctrine are not eligible.
- Requests for the following are not eligible for funding:
 - Fundraising activities
 - Pass through funds
 - Debt repayment
- **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.

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.

Funding Priorities

Our top priority is to fund nonprofits most affected by and/or dealing with the coronavirus outbreak. Applicants are encouraged to apply for general operating support instead of project-based proposals.

Beyond that, highest priority for funding is given to projects that:

- Address a community need, demonstrate broad-based community support, and provide benefits that are community/county wide.
- Show a high level of support or leveraged funding from other sources. For government entities, requests with committed funds from the city/county for the project are given higher priority.
- Maximize community resources through cooperation and collaboration with other organizations in the community and work to eliminate redundant services, programs, or projects.
- Show long-term sustainability of the project without annual grant support from the CGCCF.

Grant Selection Process

The Cerro Gordo County Community Foundation is made up of community volunteers from throughout Cerro Gordo 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 2020 Governing Committee is:

Shaun Arneson	Julie Kaduce
Tim Coffey	Marty Ramaekers
John Drury	Adam Wedmore

How to Apply

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

Important Dates

- The grant application deadline is 11:59pm on **April 8, 2020**.
- All applicants will be notified of the results of the grant process in **mid to late June 2020**.
- **Grants will be issued sometime in late June or early to mid-July. Specific details, including whether or not a grants award celebration will take place, will be announced at a later date.**
- Grant Reports, for successful applications, will be due January 31, 2021.

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.)

Notification of the location of the award ceremony will be emailed to the **Legal Applicant/Fiscal Sponsor grant account contact person's email address**. If you are a Fiscal Sponsor, you are responsible for notifying the sponsored agency or city/county department of information pertaining to the application and grant decisions.

A representative from organizations awarded a grant for their project is expected to attend the ceremony to receive the grant award check.

Questions

Applicants should contact our administrative office at 319-243-1358 or dthompson@cfneia.org with specific questions on eligibility and the application process.

Project Budget					
Project: Personal Protection Gear					
Project Expenses	Total Project Cost	Grant Request	Other Funding Amt	Other Funding Source	Funding Status
Helmets	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00	Agency	Secured
SCBAs	\$ 10,000.00	\$ 5,000.00	\$ 2,500.00	Donations	Received
			\$ 2,500.00	Grant	Pending
Gloves	\$ 3,000.00	\$ 1,500.00	\$ 500.00	Donations	Pending
			\$ 500.00	In-Kind	Secured
			\$ 500.00	Other	Pending
Total	\$ 17,000.00	\$ 8,500.00	\$ 8,500.00		

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 this funder is entered into the Grant 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 Grant 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 CGCCF
- 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