

Partners in Community Impact

Supporting organizations creating stronger communities for everyone.

Grant Guidelines

2020 GRANT GUIDELINES

SNAPSHOT		
APPLICATION OPENS	SEPTEMBER 15, 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	DECEMBER 31, 2019	

About the Fayette County Community Foundation

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

What We Support

The Fayette County Community Foundation provides grants that contribute, in a significant way, to the overall welfare of the people of Fayette 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 Fayette 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 Fayette County 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 Fayette 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 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.**
- Organizations receiving funding may not apply again in the following year; organizations may continue to apply if no funding was awarded in the previous year. Government Entities/Schools may apply in consecutive years, but not for the same department. **For example: If the Oelwein High School received a grant in 2018 for the Athletic Department, that department cannot submit a 2019 application; however, one can be submitted by the English Department.**
- **Request Minimum is \$1,000 and Maximum is \$10,000.**
- Requests for pass through funds and general operating costs, including salaries, do not qualify.
- **Inherently religious activities such as religious worship, instruction, or proselytization or activities that promote specific religious doctrine are not eligible.**
- **Applicants are required to use the project budget template located in the application.** Budgets should indicate what other funding sources have been secured or are pending approval (See page 4 of Guidelines).
- **A minimum of at least 25% in matching funds is required for all projects.**

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

The Fayette County Community Foundation gives priority to projects that:

- Address important needs in the county
- Encourage additional funding through matching gifts from other donors, and in-kind donations
- Provide realistic plans for continuation funds (if applicable) from other sources
- Yield substantial benefits to the county for the resources invested

Grant Selection Process

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

Janell Bradley	Susan Franzen	Rich Patrick	Barb Schoenjahn
Erica Bushaw	Ken Hemesath	Vicki Rowland	Jamie Tafolla
Bill Clark	Rita Losh	Rick Scheffel	

How to Apply

Applicants interested in seeking grants from the Fayette 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.fayetteccf.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 11:59 pm on December 31, 2019.**
- All applicants will be notified of the results of the grant decisions in mid-March 2020.
- Grant awards will be presented at an award ceremony in early-mid April 2020.
- Grant reports, for successful proposals, will be due on October 31, 2020.

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

Organizations interested in applying are advised to contact Program Manager Dotti Thompson (319-243-1358 or dthompson@cfnea.org) with specific questions on submission procedures or eligibility.

Sample Project Budget

Project Expenses:

ITEM	COST	QUANTITY	TOTAL
Graphic Design (\$25/hour)	25.00	40	\$1,000.00
Guide book	3.50	300	\$1,050.00
Map	1.00	300	\$300.00
Shipping	52.00	1	\$52.00
Billboard advertising	400.00	1	\$400.00
Newspaper ads	120.00	4	\$480.00
Radio advertising	300.00	1	\$300.00
Total Expense			\$3,582.00

Project Income:

SOURCE	Amount	STATUS	AMOUNT
Fayette County Community Foundation	2500.00	pending	2500.00
Matching Funds			
In-Kind Services - Volunteers	250.00	secured	250.00
Agency Funds	282.00	received	282.00
Donations/Fundraising - PSAs	300.00	pending	300.00
Other Grants - City Council	250.00	secured	250.00
Total Income			\$3,582.00

Use this document for your project budget. Be sure to double check your totals on the right and at the bottom of each section; the expenses must equal the income before submitting the application. For the matching income section of the budget, list the type of matching income, the amount of the income, and whether it is secured, received or pending. Once you complete and save the information, upload this file into the Project Budget section of your application.

Note: For in-kind services, volunteer hours should be shown at a rate of \$20/hour. For example: If a volunteer will be removing shingles from a roof over 5 hours, the in-kind labor amount would be \$100 (5 hours X \$20).

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 FCCF, including other CFNEIA Affiliate Community Foundations

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