Welcome

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

- **Winneshiek County Community Foundation is composed of individuals throughout Grundy County**

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

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The Grundy County Community Foundation

The Grundy County Community Foundation is an affiliate of the Community Foundation of Northeast Iowa, created by and for the people of Grundy County, for the purpose of generating both endowed and unrestricted funds to support charitable capital projects, activities, services, programs, and organizations that will improve the quality of life for the residents of Grundy County, Iowa.

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2023/24 GCCF Committee Members

Jeff Frank

Jen Jensen

Dody Olson

Lexie Hach

Pamela Jones

Kristen Reichert

Nick Jans

Jake Pabst

Erin Schildroth

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

Organizations must provide benefits to the people of the Grundy 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 <u>other</u> than 501(c)(3) are also eligible *only if* the request is deemed charitable; please contact our administrative office to discuss the project's eligibility <u>prior</u> to submitting a proposal.
•Be current with all state and federal reporting requirements, such as filing of 990 forms.
•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.
•Must not have any outstanding grant reports for previous Grundy Community Foundation grants.
•Applications 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

- One application per organization with the exemption of Government Entities and Fiscal Sponsors.
- 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.
- Grant request minimum is $1,000.
- A detailed **Request Budget** listing all expenses and income sources **specific to the request** must be uploaded into the application. *See budget template on page 4 and linked in the application for sample.*
- Applicants are strongly encouraged to include bids and/or estimates for equipment and materials being requested.

The following organizations are eligible for specific projects only:
- Churches
- Economic development organizations
- Service clubs and veterans' organization (with eligible tax-exempt status) - for charitable community projects.
- Requests for debt repayment and/or pass through funds (funds to be paid to another entity) are not eligible.
- Funding requests should be for the actual cost of the project, not including training and salaries.

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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 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.

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How to Apply

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

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Important Dates

The grant application submission deadline is 5:00 pm on January 15, 2024. *Technical assistance for applicants will be available until 5:00 pm on the date of the deadline.*

All applicants will be notified of the results of the grant process in mid-March 2024.

Grant award ceremony will be held in April 2024. More details will be provided with the notification letter.

Grant Reports, for successful proposals, will be due April 30, 2025.

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Grant Conditions

- 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 of impact on the community.

- **Evaluation** – Can the project be done in the time frame allowed by grant process? What does success look like?

- **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 budget as requested by the grantor

- Realistic funding request and/or other funders supporting the project

- States clear, measurable outcomes of the project

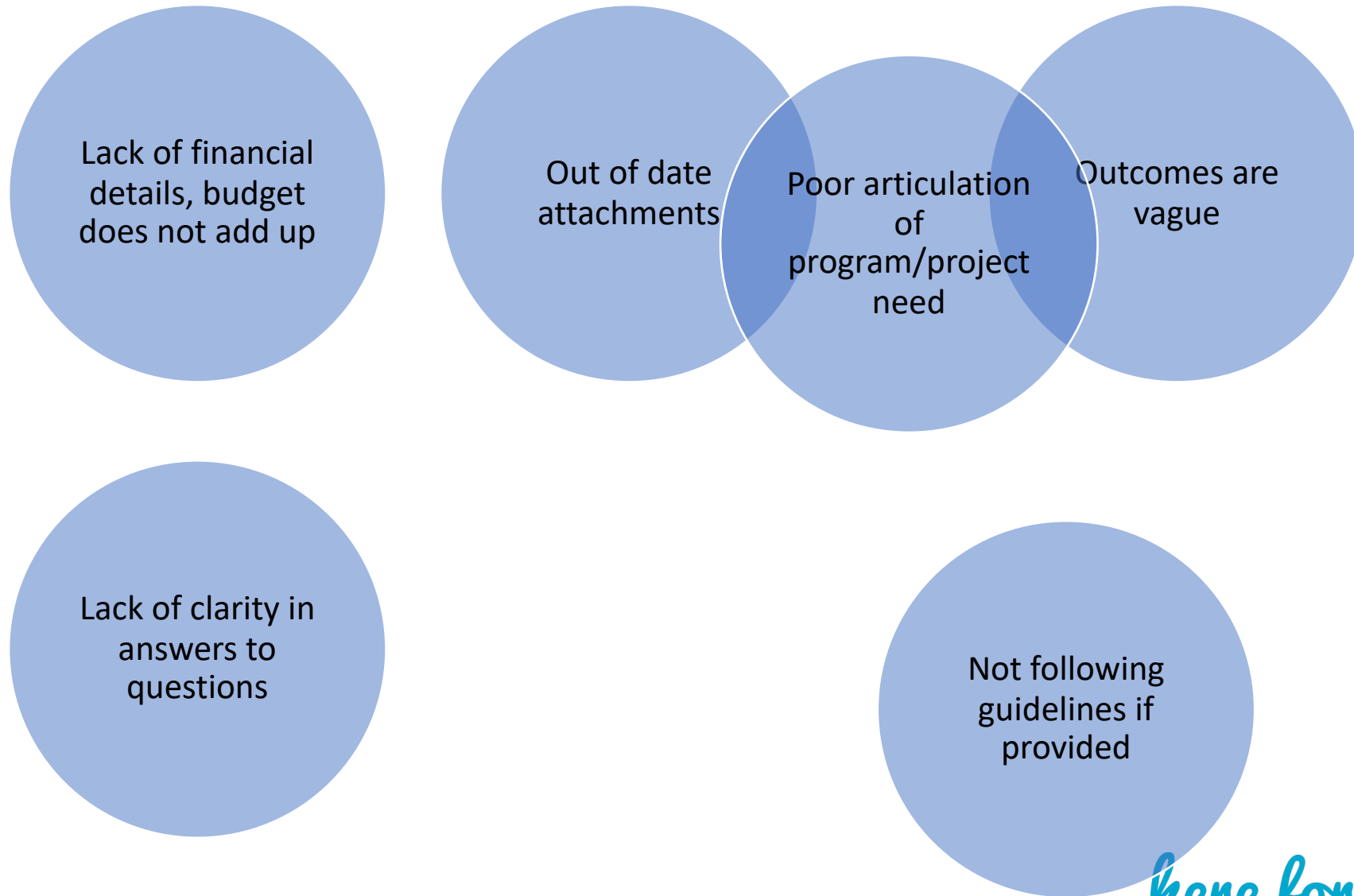- Clearly articulates the need the project will meet within the local area

Convinces the reviewer that they *NEED* to fund the project

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Tips for a Good Grant Application

- Ask questions

- Be brief, but complete

- Have someone outside your organization read the application

- 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, budget does not add up

Out of date attachments

Poor articulation of program/project need

Outcomes are vague

Lack of clarity in answers to questions

Not following guidelines if provided

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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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