



HOWARD COUNTY COMMUNITY FOUNDATION - 2019 GRANT GUIDELINES

SNAPSHOT		
APPLICATION OPENS	DECEMBER 1, 2018	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	JANUARY 31, 2019	

About the Howard County Community Foundation

The Howard County Community Foundation, an affiliate of the Community Foundation of Northeast Iowa, was formed by and for the people of Howard County with the intent to encourage endowment building for the long-term benefit of the County. The Community Foundation's main goals are to support Howard County and to attract additional funds to assist donors in creating lasting legacies through a variety of giving options within Howard County.

What We Support

The Howard County Community Foundation provides grants to improve life in Howard 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 Howard 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 Howard 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 Howard 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 and government entities may submit only one application per department. Schools are considered government entities for grant purposes.
- **Minimum grant request is \$1,000.**
- Eligible applicants may include: churches (for community services/activities), economic development organizations (for marketing & education), schools, and civic organizations (for charitable projects).
- A detailed Project Budget listing all expenses and income sources must be uploaded into the application. Estimates and invoices may be included in the Support Document section of the application.
- **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.

Funding Preferences and Priorities

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, without long-term financial support from the HCCF.
- **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 Howard County Community Foundation is made up of community volunteers from throughout Howard 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:

Chris Back	Shirley Ferguson	Kip Powers
Jeff Burnikel	Elaine Govern	Brad Shatek
Brooke Cray	Mark Meirick	Dave Sovereign
Dawn Fairbanks	Carla Moser	

How to Apply

Applicants interested in seeking grants from the Howard 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.howardccf.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 January 31, 2019.
- All applicants will be notified of the results of the grant process in mid-March 2019.
- Grant awards will be presented during a ceremony in April 2019.
- Grant reports, for successful applications, will be due October 31, 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 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 and the application process.