Partners in Community Impact

Supporting organizations creating stronger communities for everyone.

Grant Guidelines

BREMER COUNTY COMMUNITY FOUNDATION GRANTS – 2025

SNAPSHOT		
APPLICATON OPENS	MARCH 1, 2025	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 grant writing, and more, visit the Grantseeker Resources section of our website (www.cfneia.org). If you have any additional questions, please contact Director of Affiliate Impact Shanda Hansen at 319-243-1357 or shansen@cfneia.org
APPLICATION DEADLINE	APRIL15, 2025 at 5:00pm	

Bremer County Community Foundation

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

What We Fund

The Bremer County Community Foundation committees provide grants to improve life throughout Bremer County, Iowa. We want to help develop all our communities into places where people want to live, as well as to benefit rural areas of the county. Areas of Foundation giving are:

Arts & Culture   Community Betterment   Education & Youth Development   Environment & Animal Welfare   Health   Human Service

Eligibility to Apply

Organizations must provide benefits to the people of Bremer County *and* must meet the following criteria in order to apply for a grant:

- 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* the request is deemed charitable; please contact our office to discuss the request's eligibility prior to submitting a proposal.
- Current with all state and federal reporting requirements, such as filing of 990 forms.
- No past due grant reports for previous Bremer County Community Foundation grants.
- 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.
- Application 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.**

NOTE: Please read the guidelines and application instructions thoroughly before submitting the application.

Restrictions

In addition to the eligibility requirements, the following restrictions also apply:

- One application per organization 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. Schools are considered government entities.
- The grant request *minimum* for Bremer County Community Foundation is **$2,000**; the maximum request for the Bremer County Community Foundation is **$10,000**.
- Applications for the same request from multiple organizations are not eligible for funding.
- Generally, requests for town celebrations will not be funded through the Bremer County Community Foundation.
- **Budget template linked in application <u>must</u> be used to submit request budget** (see sample on page 4). Use the Budget Explanation section to provide details and clarification of request budget.
- **Estimates should be attached in the Support Document section, not as the request budget.**

Review Criteria

Applications will be reviewed and scored on the following elements:

- **Feasibility** – The probability the request will be successful, including the organization's level of staff/volunteers and collaboration with community partners.
- **Organization** – The overall health of the organization and how the application reflects the organization's capability for completing the request.
- **Community Need and Outcomes** – The need for the request and how the proposed outcomes impact the community/county.
- **Request Budget** – The details of the budget and the ability to secure and/or leverage other funding sources, including in-kind services.

Funding Priorities

Highest priority for funding is given to requests 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 (match) funding from other sources.
- Maximize community resources through cooperation and collaboration with other organizations in the community and work to eliminate redundant services, programs, or requests.
- Show long-term sustainability of the request without annual grant support from the BCCF.

Grant Selection Process

The Bremer County Community Foundation Committee reviews and evaluates applications submitted to the Bremer County Community Foundation. The 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 2025 Governing Committee is:

Morgan Bergmann	Beth Hartman	Karen Neuendorf
Lisa Biersner	Mike Johnson	Stacie Schroeder
Brian Bunce	Jane Juchems	David SmolikHagen
Gloria Campbell		

How to Apply

Applicants interested in seeking grants from the Bremer County Community Foundation should fully review these grant guidelines prior to applying to ensure all eligibility requirements are met. Applications must be submitted through the foundation's online grant management system. Visit www.bremerccf.org to access the online grant system, and to find additional resources for grant seekers.

Important Dates

- The grant application deadline is **5:00 pm CST on April 15, 2025**. *Technical assistance will be available to applicants until 5:00pm on the day of the deadline.*
- All applicants will be notified of the results of the grant process in mid-June 2025.
- Grants will be presented during a ceremony in July 2025. More details will be included in the decision letters. Grantees are encouraged to bring staff, board, and volunteers to this celebration event.
- Grant Reports, for successful applications, will be due July 31, 2026.

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 request and to show that all the funds have been spent as intended. (If the request takes longer to complete, the Community Foundation will consider a request to extend the Grant Report deadline.)

Questions

Applicants, especially first-time organizations, should 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.*

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.

SAMPLE

Request Expenses	Community Foundation Request Budget					
	Request: Library Updates					
Request Expenses	Total Request Cost	CF Request	Other Funding	Other Funding Source	Funding Status
Carpet Squares	$ 5,000.00	$ 3,500.00	$ 1,500.00	Agency	Received
Shelving	$ 1,500.00	$ 1,000.00	$ 500.00	In-Kind	Secured
Computers	$ 4,000.00	$ 2,000.00	$ 750.00	Agency	Received
			$ 750.00	United Way	Pending
			$ 500.00	Donations	Received
Furniture	$ 2,000.00	$ 1,000.00	$ 500.00	Grant	Received
			$ 500.00	Agency	Received
Total	$ 12,500.00	$ 7,500.00	$ 5,000.00		

Instructions:

Enter each expense line item for the request in the Request Expenses column (Column A). In the Total Item Cost column, enter the total cost for the corresponding line item (Column B). The cost of the line item that is being requested from the CF is entered into the CF Request column (Column C). Any additional funding amounts for each request expense are entered separately in the Other Funding column (Column E). Select the appropriate funding source for each other funding amount in the Funding Source column (Column F) from the drop-down menu. Select the appropriate funding status for each funding source in the Funding Status column (Column G) from the drop-down menu. **The Total Item Cost column must equal the CF Request Column plus the Other Funding Column.** *Definitions listed below are for the other funding amounts, not the CF request.*

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 for this request other than those from this CF, including grants pending/received from other CFNEIA Affiliates

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: This is for the other funding sources; not the requests from this CF

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 request

*A blank copy of the sample budget template is linked in the application.