

# Partners in Community Impact

Supporting organizations creating stronger communities for everyone.

# Grant Guidelines

## FAYETTE COUNTY COMMUNITY FOUNDATION GRANTS – FALL 2023

SNAPSHOT		
<b>APPLICATION OPENS</b>	<b>SEPTEMBER 1, 2023</b>	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 ( <a href="http://www.cfneia.org">www.cfneia.org</a> ). If you have any additional questions, please contact Grant & Scholarship Manager Dotti Thompson at 319-243-1358 or <a href="mailto:dthompson@cfneia.org">dthompson@cfneia.org</a> .
<b>APPLICATION DEADLINE</b>	<b>OCTOBER 15, 2023 at 5:00 PM</b>	

### About the Fayette County Community Foundation

The Fayette County Community Foundation, an affiliate of the Community Foundation of Northeast Iowa, was 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:



Arts & Culture



Community Betterment



Education & Youth Development



Environment & Animal Welfare



Health



Human Service

### Eligibility to Apply

Organizations must provide benefits to the people of the Fayette County **and** must meet the following criteria 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 project is deemed charitable; please contact our office to discuss the project'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 Fayette 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.**

## Restrictions

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

- 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 (or cycle); organizations may continue to apply if no funding was awarded in the previous year (or cycle).
- 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 2021 for the Athletic Department, that department cannot submit a 2022 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.
- **Applicants are required to use the budget template linked 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 of the requested amount is required and must be shown in the application budget.** For example, if the request is for \$10,000, the match would be \$2,500 and the total project cost would be at least \$12,500.
- Applicants are strongly encouraged to include **detailed** bids and/or estimates for equipment and labor costs being requested.

## 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 fulfilling the request.
- **Feasibility** – The probability the request will be successful, including the organization’s level of staff/volunteers and collaboration with community partners.
- **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

The Fayette County Community Foundation gives priority to requests 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.
- Show committed collaborations with community partners .
- 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 Fall 2023 Governing Committee is:

Robin Bostrom	Ken Hemesath	Bradley Minger
Janell Bradley	Pat Hunsberger	Rich Scheffel
Erica Bushaw	Rita Losh	Jami Tafolla

## How to Apply

Applicants interested in seeking grants from the Fayette 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.fayetteccf.org](http://www.fayetteccf.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 on October 15, 2023.** Technical support will be available to applicants until 5:00 pm on Friday, October 13, 2023.
- All applicants will be notified of the results of the grant decisions in mid-December 2023.
- Grant awards will be presented at an award ceremony in early-mid January 2024.
- Grant reports, for successful proposals, will be due on January 31, 2025.

## 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 *Dotti Thompson, Grant and Scholarship Manager*, at 319-243-1358 or [dthompson@cfnea.org](mailto:dthompson@cfnea.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@cfnea.org](mailto:shansen@cfnea.org) to explore the appropriateness of requests and for any further guidance.***

# Request Budget

**Request Expenses:**

ITEM	COST	QUANTITY	TOTAL
Graphic Design (\$25/hr.)	25.00	4	\$ 100.00
Guidebook	15.00	300	\$ 4,500.00
Shipping	80.00	1	\$ 80.00
Newspaper Ads	200.00	5	\$ 1,000.00
Map	5.00	200	\$ 1,000.00
<b>Total Expense</b>			<b>\$ 6,680.00</b>

**Request Income:**

SOURCE	AMOUNT	STATUS	TOTAL
Fayette County Community Foundation	\$ 4,000.00	Pending	\$ 4,000.00
<b>Matching Funds</b>			
In-Kind Labor	\$ 300.00	Secured	\$ 300.00
Agency Funds	\$ 800.00	Received	\$ 800.00
Donations/Fundraising	\$ 1,000.00	Pending	\$ 1,000.00
Other Grants	\$ 580.00	Secured	\$ 580.00
<b>Total Matching Funds</b>	<b>\$ 2,680.00</b>		<b>\$ 2,680.00</b>
<b>Total Income</b>			<b>\$ 6,680.00</b>

Use this document for your request 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 Total Request Budget section of your application. **Note: For in-kind services, volunteer labor can be rated at \$20 per 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** - Being sought or awaiting approval/denial

**Secured** - Committed, not received

**Received** - Received and earmarked