

# Partners in Community Impact

Supporting organizations creating stronger communities for everyone.

# Grant Guidelines

## WINNEBAGO COUNTY COMMUNITY FOUNDATION - 2024

SNAPSHOT		
APPLICATION OPENS	MARCH 1, 2024	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 ( <a href="http://www.cfneia.org">www.cfneia.org</a> ). If you have any additional questions, please contact Shanda Hansen, Director of Affiliate Impact at 319-243-1357 or <a href="mailto:shansen@cfneia.org">shansen@cfneia.org</a>
APPLICATION DEADLINE	APRIL 15, 2024 AT 5:00 PM	

### The Winnebago County Community Foundation

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

### What We Fund

The Winnebago County Community Foundation provides grants to improve life in Winnebago 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 Winnebago 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 Emmet 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.

For groups, requests, 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 request. **Fiscal Sponsors will be legally and financially responsible for any grant funds that are awarded by the Winnebago County Community Foundation.**

## Restrictions

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

- One application per organization (exceptions may be made for government entities or Fiscal Sponsor organizations).
- 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.
- Inherently religious activities such as religious worship, instruction, or proselytization or activities that promote specific religious doctrine are not eligible.
- Church requests that are for community-wide programs located in churches (such as food pantries, non-religious based daycares, senior citizen meals, etc.) may be considered for funding.
- As a general practice, the WCCF does not fund salaries or other general operating expense.
- **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.

## 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 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 WCCF Committee places **high priority** on funding requests that:*

- Address a community-based need, demonstrate broad community support, and benefits the community/county as a whole.
- Show the organization's ability to leverage funding and support from other sources, with budgets clearly showing all matching funds for the request.
- Maximize community resources through cooperation and collaboration with other organizations in the community and avoid replication of services, programs, or requests.
- Reflect organization and staff's capacity to achieve the desired results of the request.
- Show sustainability without additional long-term financial commitments from WCCF.

## Grant Selection Process

The Winnebago County Community Foundation is made up of community volunteers from throughout Winnebago 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 2024 Governing Committee is:

Beth Ades-Hanson  
Tina Henely  
Brad Jones

Conner Kem  
Jenny Kramersmeier  
Marty Pins

Alicea Porter, Chair  
Bob Sarver

## How to Apply

Applicants interested in seeking grants from the Winnebago 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.winnebagooccf.org](http://www.winnebagooccf.org) to access the online grant system, and to find additional resources for grant seekers.

## Important Dates

- **The grant application deadline is 5:00 p.m. on April 15, 2024. Technical assistance will be available to applicants until 5:00pm on April 14, 2024.**
- All applicants will be notified of the results of the grant process in mid-June 2024.
- Grant awards will be presented in early or mid-July 2024. More details will be provided with the grant decision notifications.
- Grant reports, for successful proposals, are due on **July 31, 2025**.

## 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 should contact Shanda Hansen, Director of Affiliate Impact at 319-243-1357 or [shansen@cfneia.org](mailto:shansen@cfneia.org) with specific questions on eligibility and the application process. ***It is suggested that first-time applicants contact our office to explore the appropriateness of requests and for any further guidance.***