Grant Program Fact Sheet

Please read the Fact Sheet, FAQs, and Instructions below BEFORE starting the application.

The Community Foundations of Southwest Iowa’s spring and fall grant programs aim to improve the quality of life in each of the nine counties served by supporting needs in the areas of civic engagement, culture, health, education, and social services. The objective is to fund projects that will have a permanent impact on, and in, the supported county. All applications are reviewed by the specific County Community Foundation’s Advisory Board of Directors, who make the final determinations.

The grant calendar is as follows:

<table>
<thead>
<tr>
<th></th>
<th>Spring Proposal Deadline*</th>
<th>Decision Notification</th>
<th>Evaluation Deadline**</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>February 1</td>
<td>Early April</td>
<td>December 31 of award year</td>
</tr>
<tr>
<td>Fall Proposal Deadline*</td>
<td>September 1</td>
<td>Decision Notification</td>
<td>Evaluation Deadline**</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Late October</td>
<td>May 31 of following year</td>
</tr>
</tbody>
</table>

*Applications are due by 11:59 PM CST. As applications are submitted online only, there is no extension for deadlines falling on weekends or holidays. Crawford and Page Counties only accept proposals during the Spring Cycle.

**Award funds must be fully expended toward the project by this date.

Eligibility

Only Federally recognized and certified 501(c)(3) Public Charity organizations that serve the specified county are eligible to apply. An Iowa nonprofit status is insufficient—the organization MUST be Federally certified as a 501(c)(3) Public Charity. In addition, the organization’s governing board must approve all applications prior to submission.

Concerning the use of a Fiscal Sponsor:
- You may use a Fiscal Sponsor if your organization is not a 501(c)(3) Public Charity.
- A Fiscal Sponsor is a nonprofit organization that holds an IRS letter of determination certifying they are a 501(c)(3) Public Charity, or a governmental entity such as a City or County Board of Supervisors.
- Prior to consideration for funding, a Fiscal Sponsor must verify approval of their sponsorship of your application by completing a fiscal sponsorship agreement form from the community foundation.
- If your grant request is awarded, the check will be made out to the Fiscal Sponsor. The Fiscal Sponsor is the nonprofit that is accepting responsibility for the distribution of the funds as outlined in the grant application.
- Applications requiring a Fiscal Sponsor that are submitted without the appropriate information will not be considered.

NOTE: PUBLIC LIBRARIES, FIRE DEPARTMENTS, COUNTY EXTENSION, COUNTY CONSERVATION, FAIR BOARDS, ETC. ARE AMONG THOSE THAT REQUIRE A FISCAL SPONSOR. IN THESE CASES, THE CITY OR THE COUNTY BOARD OF SUPERVISORS MAY BE USED AS A FISCAL SPONSOR.
Available Grant Money
Available amounts are posted on each county homepage at www.swiowafoundations.org.

How to Apply
Grant applicants are expected to complete the County Community Foundation Grant Application Form. Applications will be accepted through our online application system only. Please read through the FAQs and Instructions below for further application details.

Successful applications will:
• Respond to a demonstrated or emerging community need.
• Support effective, proven, or promising solutions.
• Build upon and maximize other community resources.
• Offer a clear plan for financial sustainability.
• Be fully complete. Previous versions of applications and printed submissions will not be accepted. Incomplete applications will not be considered.

What Projects Are Less Likely to Receive Funding?
• The County Community Foundation, except under unusual circumstances, does not make grants for endowment campaigns, deficit financing, annual fund drives, or fundraising activities.
• The County Community Foundation does not fund training fees or operational expenses.
• The County Community Foundation does not make grants for “consumables” such as salaries, food, gift/promotional items (i.e., T-shirts, contest prizes, etc.).
• The County Community Foundation does not make grants for band uniforms or Christmas/Holiday decorations.
• The County Community Foundation gives less consideration to applications from tax-supported organizations, individual churches, or similar religious groups.
• The County Community Foundation will not consider applications from cemetery associations, veteran and labor organizations, social clubs, or fraternal organizations.
• Only one proposal per agency or per project will be accepted, unless the agency is acting as a Fiscal Sponsor for another organization and the funder has approved additional applications.

Do not send additional materials beyond the online application.

Additional contact, correspondence, or site visits with Foundation staff and county advisory board members, when necessary, will be conducted following preliminary review of proposals.

Important Notice: All grants submitted to the Community Foundations of Southwest Iowa become the property of the Foundation. All grant applications submitted are retained for record. This information may be shared with other agencies and community donors.
Frequently Asked Questions

Q: After I start filling out the online application form, can I save my work and come back later?

A: Yes. Once an online account has been created for an organization, you will use the same email address and password each year to access and submit applications and required forms.

Bookmark this link to return to a saved application and log in to your account: https://www.GrantRequest.com/SID_2367?SA=AM

Note: When creating an account, make sure your email address is entered correctly before entering a password. If there is a typo, you will not be able to sign in again.

Q: Can I start working on the application questions or share them with colleagues before filling out the online application?

A: Yes. Application questions are available on pages 4–5 of this document. Please note that this is for informational purposes only and is not the application form itself. Use the attached worksheet to prepare your budget before starting the online application.

Q: Do you have any tips for filling out the online application form?

A: Be clear and concise. Spaces for responses are limited and anything over the allotted word counts will not be saved. Limit use of bullets and other formatting. Do not use $ or % signs, commas, or decimals in the financial sections. Round figures off to the nearest whole dollar; do not enter cents.

Whenever possible, provide detailed and itemized expenses for use of the requested amount of funding. This allows decision-makers to take separate components into consideration when full funding may not be possible.

Q: Will I be able to save a copy of my submitted proposal?

A: Yes. Upon submission, you will receive an automatic reply indicating that your application has been received. That message will include a copy of your grant application that you may print or save. Please add mail@grantapplication.com to your safe senders list to ensure you receive all system communications. If you do NOT receive an automatic response, please contact Tess Houser at the number or email shown below.

Q: Can I see what projects have been funded in the past?

A: Yes. Each county homepage contains links to view previous grant recipients on the Omaha Community Foundation blog.

Q: What if I have other questions?

A: Contact Tess Houser, Southwest Iowa Associate (402-933-4164 | tess@omahafoundation.org) or Stacey Goodman, Iowa Foundations Director (402-933-4188 | stacey@omahafoundation.org). Both can also be reached toll-free at 800-794-3458.
Grant Application Instructions

This information is provided for planning purposes only. Please note that applications MUST be submitted through the online form, which is publicly available by clicking “APPLY NOW” on the county homepage when you visit www.swiowafoundations.org.

Important: Many text boxes contain word counts. Anything over the limit will be automatically blocked; if typing, you will not be allowed to continue beyond the limited number, or if copying and pasting, anything over the limit will be deleted. Please be concise, yet clear.

BEFORE YOU BEGIN
- Please read the “Helpful Tips” thoroughly. Bookmark the link in the third bullet so you can easily return to your saved application.

ORGANIZATION DETAILS
- Organization Executive Director or CEO
  Fully complete this section.

- Primary Contact for Funding Request
  If not “Same as Above,” fully complete this section.

- Organization Information
  a. Legal Name / Organization Name
  b. Agency Focus
  c. Federal Tax ID #
     - If using a Fiscal Sponsor, provide that entity’s Federal Tax ID.
  d. Address / City / State/ Zip Code
     - This is for YOUR organization, not a Fiscal Sponsor. If your organization does not have an official office address for mail receipt, provide the mailing address of the Primary Contact as listed above.
  e. Phone / Fax Number
  f. Web address, if available
  g. Fiscal Sponsor Information, if applicable
     - See Concerning the Use of a Fiscal Sponsor above
     - Please provide all contact information requested on the application.
  h. Current Board Members
     - Please list the names of all Board members and notate officer roles, if applicable. Do NOT include addresses, phone numbers, and email addresses.

- Organization Background
  a. Organization Description
  b. How many clients does your organization serve in a year?

PROPOSAL SUMMARY
- Request Information
  a. County/Grant Cycle + Year
  b. Project Title
  c. Brief Summary of Request (two sentences)
  d. Dollar Amount Requested
  e. Total Project Cost
• Previous Community Foundation Funding
  a. Last Grant Amount
  b. Last Grant Date
  c. Last Grant Purpose

PROPOSAL DETAILS
• Grant Proposal
  a. Project Title
  b. Project Description
  c. Strategies (What actions will you take?)
  d. Expected Results
  e. Evaluation (How will you measure the project’s success?)
  f. Sustainability
  g. Similar Organizations or Programs
  h. How many individuals will be served by this project?

ORGANIZATION FINANCIALS
The Organizational Budget Income / Expenses sections pertain to the overall budget (including the project/program for which you are requesting grant monies) of your organization.

PROPOSAL FINANCIALS
The Proposed Project Income / Expenses sections pertain solely to the funds required/requested for the specific project covered in this grant request.

You will be asked to provide itemized details of the costs related to your request.

On the following page is a worksheet for you to use in preparing your budget entries. Filling it out first will simplify completing the online form. Please note that amounts in the orange boxes should be equal. In other words, the project budget should balance (income = expenses). This may or may not be true on the organizational side. Totals will be automatically generated on the actual application.
### Application Financials Worksheet

#### INCOME

<table>
<thead>
<tr>
<th>Source</th>
<th>Organization Budget</th>
<th>Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations - Pending</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>(You will need to list all amounts and funders.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundations - Confirmed</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>(You will need to list all amounts and funders.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government (Local, State, and Federal)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Corporate</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Individual contributions</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Membership and fee income</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Investment income</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>In-Kind (please specify)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

#### EXPENSES

<table>
<thead>
<tr>
<th>Expense</th>
<th>Organization Budget</th>
<th>Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; wages (%FT/PT)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Insurance, benefits, and related taxes</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Consultants and professional fees</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Travel</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Equipment</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Supplies</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Printing and copying</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Telephone and internet service</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Postage</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Rent and utilities</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Depreciation</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$</strong></td>
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