



COMMUNITY FOUNDATIONS
of SOUTHWEST IOWA
building stronger communities

Fall 2020 Notice

In light of the COVID-19 pandemic and its widespread impact on organizations throughout the communities served by the Community Foundations of Southwest Iowa, the following chart outlines expanded types of support to be considered per county for Fall 2020 applications. This is a competitive grant cycle; therefore, no project is guaranteed funding.

Before applying, please review the current types of support being considered for your county below—in conjunction with the eligibility guidelines on pages 2 and 3—to determine if your project may be a good fit for funding. Further details regarding total funds available for the fall cycle, as well as community-specific designations, can be found on each county homepage under County Listing at www.swiowafoundations.org.

County	Capital Support	Program Support	Operating Support
Audubon	✓	✓	✓
Cass	✓	✓	✓
Fremont	✓	✓	✓
Harrison	✓	✓	✓
Mills	✓	✓	
Montgomery	✓	✓	✓
Shelby	✓	✓	✓

Crawford and Page

The Crawford and Page County Community Foundations only accept proposals during the Spring Grant Cycle. Each fall, a limited number of grants are awarded to benefit select initiatives and priorities, yet to be determined.

Defining Types of Support

Capital Support (Items of Permanence) – *Capital support grants enable the purchase of equipment, completion of brick-and-mortar building projects, or physical renovations to a space.*

Program Support – *Program support grants are given to support a specific, connected set of activities, with a beginning and an end, explicit objectives, and a predetermined cost.*

Operating Support – *Operating grants support overall activities at an organization, including operating expenses and overhead. This type of grant supports the organization's overall mission.*



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:

<u>Spring Proposal Deadline*</u> February 1	<u>Decision Notification</u> Early April	<u>Evaluation Deadline**</u> December 31 of award year
<u>Fall Proposal Deadline*</u> September 1	<u>Decision Notification</u> Late October	<u>Evaluation Deadline**</u> May 31 of following year

**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 or municipal entities that serve the specified county are eligible to apply. An Iowa nonprofit status is insufficient. 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 or local municipality.
- 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. Community Foundation staff will send the required form to the fiscal sponsor listed on your application after the submission period has ended.
- If your grant request is awarded, the check will be made out to the Fiscal Sponsor. The Fiscal Sponsor is the entity that is accepting responsibility for the distribution of funds as outlined in the grant application.
- **Applications requiring a Fiscal Sponsor that are submitted without the appropriate contact 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 typically does not fund training fees or operational expenses.
- The County Community Foundation typically 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.

Fall 2020 Notice: Due to the impact of the COVID-19 pandemic, please see the chart on page 1 for expanded types of support currently being considered in your county.

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 grant applications submitted to the Community Foundations of Southwest Iowa become the property of the Foundation. All submitted grant applications 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.** Be sure to record your login email and password for future use. **Do not create new accounts each year.**

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 5–6 of this document. **Please note that this is for informational purposes only and is not the application form itself.** Use the attached worksheet to help 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. Please do not use ALL CAPS as it is hard on the reviewers' eyes. 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 (to the email used for log-in) indicating your application has been received. That message will include a copy of your grant application, which you may print or save. You can also access your Submitted Applications year-round by logging into your grant portal account. 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 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 fifth 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. ALL GRANT COMMUNICATIONS FOR THIS SPECIFIC REQUEST WILL BE SENT TO THE **EMAIL LISTED FOR THIS CONTACT.***
- **Organization Information**
 - a. Organization Name / Legal Name (if different)
 - 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 individuals does your organization serve in a year?
 - c. Organizational Impact of COVID-19 (How has your organization been impacted by COVID-19?)

PROPOSAL SUMMARY

- **Request Information**
 - a. County / Grant Cycle + Year (pre-filled)
 - b. Project Title (limit to 5 words)
 - c. Type of Request / Project Focus Area (more details on the application)
 - d. Brief Summary of Request (two sentences)
 - e. Dollar Amount Requested / 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 Description
 - b. Strategies (What actions will you take?)
 - c. Expected Results
 - d. Evaluation (How will you measure the project's success?)
 - e. Sustainability (Is this a one-time or ongoing need? If ongoing, explain sustainability plan.)
 - f. Similar Organizations or Programs
 - g. How many individuals will be served by this project?
 - h. PLEASE VERIFY: If this proposal includes physical improvement to property *not owned by the applicant organization* (e.g., city-owned property), the applicant confirms necessary permissions to proceed with the project, if funded, have been obtained from involved property owners. (Yes/No/Not applicable to this request)

ORGANIZATION FINANCIALS

This section pertains to the overall budget of your organization (including the project/program for which you are requesting grant monies).

- **Organization Budget**
 - a. Current Fiscal Year End Date
 - b. Annual Operating Budget (Total anticipated organization expenses for current fiscal year)

PROPOSAL FINANCIALS

The *Proposed Project Income / Expenses* sections pertain solely to the total funds required and 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.

This allows decision-makers to take separate components of your request into consideration when full funding may not be possible.

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). Totals will be automatically generated on the actual application by clicking the calculator icon.

Application Financials Worksheet

INCOME	Project Budget
Foundations - Pending (You will need to list all amounts and funders.)	\$
Foundations - Confirmed (You will need to list all amounts and funders.)	\$
Government (Local, State, and Federal)	\$
Corporate	\$
Individual contributions	\$
Membership and fee income	\$
Investment income	\$
In-Kind (please specify)	\$
Other (please specify)	\$
TOTALS	\$

EXPENSES	Project Budget
Salaries & wages (%FT/PT)	\$
Insurance, benefits, and related taxes	\$
Consultants and professional fees	\$
Travel	\$
Equipment	\$
Supplies	\$
Printing and copying	\$
Telephone and internet service	\$
Postage	\$
Rent and utilities	\$
Depreciation	\$
Other (please specify)	\$
TOTALS	\$

Reminder: You will be asked to provide itemized details of the costs related to your specific request. This allows decision-makers to take separate components of your request into consideration when full funding may not be possible.