



Growing good, together.

Grant Program Fact Sheet

Please review this document BEFORE starting the application.

The Community Foundations of Southwest Iowa's spring and fall grant programs aim to improve the quality of life in its nine-county footprint by supporting needs in the areas of civic engagement, culture, health, education, and social services. The objective of the foundations is to fund projects that will have a lasting impact in the supported county. All applications are reviewed by the Community Foundation Advisory Board in each specific county. These advisory boards make final funding determinations.

The grant calendar is as follows:

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

*Applications are due by 11:59 p.m. 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.

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

GRANT PORTAL

We have moved to the [Submittable platform](#) for all grant application submissions. Applications will only be accepted through the online system.

Create new account here (if applicable): <https://swiowafoundations.submittable.com/signup>.

Important: The email you use to create your account and start an application is the email that will receive all system notifications for your grant. Please ensure the email used is that of the preferred contact for the specific grant request.

For technical assistance with the new grant portal, the [Submittable Help Center](#) provides answers to frequently asked questions. Their Customer Support team is also available for online assistance.

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.

Concerning the use of a Fiscal Sponsor:

- You may use a Fiscal Sponsor if your organization is not a verifiable 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: Unless they hold their own public charity status, the following organizations are among those that typically REQUIRE a Fiscal Sponsor:

- Public Libraries
- Fire Departments
- County Extension
- County Conservation
- Fair Boards, etc.

In these cases, the City or County Board of Supervisors may be used as a Fiscal Sponsor.

AREAS OF SUPPORT

Before applying, review notes below about types of support considered in each county, and the eligibility guidelines on pages 2 and 3, to determine if your project may be a good fit for funding. This is a competitive grant cycle; therefore, no project is guaranteed funding.

Further grant cycle details, including funds available and links to past recipient lists, can be found on each county homepage under County Listing at www.swiowafoundations.org.

Defining Types of Support

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

Program Support – *Grants for program support fund a specific, connected set of activities with a beginning and an end, explicit objectives, and a predetermined cost.*

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

Funding Priorities of Advisory Boards:

The Community Foundations of Southwest Iowa tend to provide funding for capital support, focusing on items of permanence. The advisory boards also have a strong record of funding programs in the region that are addressing important needs in the community.

Applications for operating support are typically a lower priority for our advisory boards. However, operating support may be considered for one-time, non-recurring circumstances that improve the capacity of the organization to fulfill its mission.

Available Grant Money

Available amounts are posted on each county homepage at www.swiowafoundations.org.

How to Apply

Applications will only be accepted through our online application system. Please read through the Application Questions and FAQs on the following pages for further 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? *

- Only one proposal per agency and/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.
- 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 unless fiscally sponsored.
- 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.

Unless requested, 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 the preliminary review of proposals.

Application Release: All grant applications submitted to the Community Foundations of Southwest Iowa become the property of the Foundation and are retained for record.

The Community Foundations of Southwest Iowa—which are affiliates of the Omaha Community Foundation—may use the content of your application and details of any awards received in educational and promotional efforts. These materials might include communications with other donors or foundations, printed/electronic publications, websites, social media, or other electronic communications.

Application Questions

This information is provided for planning purposes only. All applications must be submitted through the online grant portal, which is publicly available by clicking "Apply Now" on your county homepage under County Listing at www.swiowafoundations.org.

Before You Begin

- Please read the "Helpful Tips" thoroughly.
 - Bookmark <https://swiowafoundations.submittable.com/user/submissions> to log in to your account and access saved drafts and submitted applications.
 - Add notifications@email.submittable.com and the domain (@email.submittable.com) to your safe senders list to ensure you receive all system communications.

SECTION 1: ORGANIZATION INFORMATION

- Organization Name
- Legal Name *(if different)*
- Type of Organization – 501(c)(3) Public Charity, Government Entity, or Other *(requires Fiscal Sponsor)*
 - 501(c)(3) Public Charity: If your organization falls under this category, you will have a determination letter from the IRS that classifies the organization as a 501(c)(3). You will not need to provide this documentation unless requested.
 - ***If you need help identifying which type of organization to select, or you are unsure of who to list as a fiscal sponsor, please contact Foundation staff at 800-794-3458.**
- Federal Tax ID
 - If needing a Fiscal Sponsor, you will additionally need to provide:
 - Fiscal Sponsor Entity Name
 - Fiscal Sponsor's Federal Tax ID
 - Fiscal Sponsor Contact
 - Fiscal Sponsor Email
 - Fiscal Sponsor Phone
- Organization Address
- Organization Phone
- Organization Website *(if available)*
- Primary Contact for Funding Request
 - Name
 - Title
 - Email
 - **IMPORTANT NOTE:** All grant system notifications will go to the email used to log in to Submittable when starting the application.
 - Phone
- Does the Executive Director (or equivalent role) support this funding request?
 - If not, why?
- Is the Executive Director (or equivalent role) the same as the Primary Contact?
 - If not, provide:
 - Name
 - Title
 - Email
 - Phone
- Current Board Members – only provide names and officer roles *(if available)*
- Organization Description *(limit: 200 words)*
- How many individuals does your organization serve in a year?

SECTION 2: ORGANIZATION FINANCIALS

- Current Fiscal Year End Date
- Annual Operating Budget (Total anticipated organization expenses for current fiscal year)
- ***Page County Spring Applications only*** Upload PDFs of the following, through the most recent fiscal year:
 - Statement of Financial Position (Balance Sheet)
 - Statement of Activities (Income and Expense Statement)

SECTION 3: GRANT PROPOSAL

- Project Title (*limit: 5 words*)
- Project Description (*limit: 200 words*)
- Strategies – What actions will you take? (*limit: 200 words*)
- Expected Results (*limit: 200 words*)
- Evaluation – How will you measure the project's success? (*limit: 200 words*)
- Sustainability – Is this a one-time or ongoing need? If ongoing, explain sustainability plan. (*limit: 200 words*)
- Similar Organizations or Programs (*limit: 200 words*)
- How many individuals will be served by this project?
- PLEASE VERIFY: (Yes / No / Not applicable to this request)

If this proposal includes physical improvement to property *not owned by the applicant organization* (e.g., city-owned property), the applicant confirms that, if funded, necessary permissions to proceed with the project have been obtained from involved property owners.

SECTION 4: REQUEST SUMMARY

- Type of Request – Capital Based, Program Based, Operation Based
- Project Focus Area – descriptions can be found online [here](#)
- Summary of Request – two-sentence summary (*limit: 75 words*)
- Dollar Amount Requested
- Total Project Cost

SECTION 5: PROJECT FINANCIALS

This section should be specific to the project or program for which you are requesting funding support. Do NOT provide your organizational budget in this section.

- Provide your project income and expenses.
 - The application will include a fillable table for your project budget. If a budget field is not applicable, you may leave it blank. **Please do not use \$ (dollar signs) in the table, only numerical values.**
 - A sample table is available below for budget preparation. Filling out applicable amounts beforehand can simplify completing the online form.
 - Project income and expenses should balance. Project income and expenses should also match the "Total Project Cost," as noted in Section 4.
 - Totals will automatically calculate in the online application table.
- Please provide itemized details of the costs related to your funding request. (*limit: 150 words*)
 - This allows decision-makers to take separate components of your request into consideration when full funding may not be possible.
 - The sum of these itemized costs should equal the number provided in "Dollar Amount Requested" as noted in Section 4.

Sample Table for Budget Preparation

PROJECT INCOME	
1. Pending Foundation Requests	\$
↳ List all amounts and funders ↳ <i>This should include your current request.</i>	
2. Confirmed Foundation Requests	\$
↳ List all amounts and funders	
3. Government	\$
4. Corporate	\$
5. Individual	\$
6. Membership or Fees	\$
7. Investment Income	\$
8. In-Kind Donations	\$
↳ Explain amounts	
9. Other Proposed Income	\$
↳ Explain amounts	

PROJECT EXPENSES	
10. Salaries and Wages	\$
11. Insurance	\$
12. Fringe Benefits and Payroll Taxes	\$
13. Professional or Consultant Fees	\$
14. Travel	\$
15. Equipment	\$
16. Supplies	\$
17. Printing and Copying	\$
18. Telephone and Internet	\$
19. Postage	\$
20. Rent and Utilities	\$
21. Depreciation	\$
22. Other Proposed Expenses	\$
↳ Explain amounts	

PROJECT INCOME TOTAL	\$
PROJECT EXPENSES TOTAL	\$
Total Income LESS Expenses	\$

Frequently Asked Questions

Q. How do I create a Submittable account?

- A. Create a new account at <https://swiowafoundations.submittable.com/signup>. Be sure to record your login email and password for future use.

Note: If used to start the application, **this email is where all system notifications will be directed for your grant**. We suggest having your primary grant contact create the account with their preferred email address to ensure they receive all system notifications and any ongoing communications. If necessary, a grant writer can then be invited as a collaborator in the portal. More details on the collaboration process can be found [here](#).

Add notifications@email.submittable.com and the domain (@email.submittable.com) to your safe senders list to ensure you receive all system communications. Learn how to do that [here](#).

Q. After beginning an online application, can I save my work and come back later?

- A. Yes. You can return to the grant portal by logging in to your account at <https://swiowafoundations.submittable.com/user/submissions>. Bookmark this link for quick access to saved drafts and submitted applications.

Q. Can I work on application questions or share them with colleagues before working in the online form?

- A. Yes. Application questions and a sample budget are available on pages 4 and 5 of this document. Please note that this is for preparation purposes only and is not the application form itself.

Separately, you will be able to invite colleagues to collaborate on the online application should more than one person be working to answer questions before submission. Complete details on the collaborator feature can be found [here](#).

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. Refrain from using bullets and other formatting as it won't carry over into the online form. Please do not use ALL CAPITAL LETTERS in your responses. Round figures off to the nearest whole dollar in the financial sections.

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

- A. Yes. Upon submission, you will receive an automated confirmation at the email used for logging in to Submittable when starting the application. This will indicate your application has been received and will provide a direct link to your submission. You can view your submission under the Forms tab or download a simplified PDF for printing and saving offline as well. Complete details for how to view your submission online can be found [here](#).

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. Technical assistance questions for the grant portal can be easily answered by using Submittable's Help Center or by reaching out to their Customer Support team here: <https://www.submittable.com/help/submitter>.

For grant program-related questions, contact Sunni Kamp (sunni@omahafoundation.org) or Sarah Beth Ray (sarahbeth@omahafoundation.org). Both can also be reached toll-free at 800-794-3458.