



Community Foundations of Southwest Iowa

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 open proposals during the Spring Cycle- applications are invite only in these counties during the Fall Cycle.*

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

GRANT PORTAL

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

Create new account here (if applicable): <https://www.grantinterface.com/Home/Logon?urlkey=omahafoundation>

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 grant request.

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.*

Funding Priorities of Advisory Committees:

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.

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

- Project Title
- 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
- 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)

SECTION 3: GRANT PROPOSAL

- Project Description
- Evaluation – How will you measure the project's success?
- Sustainability – Is this a one-time or ongoing need? If ongoing, explain the sustainability plan.
- Similar Organizations or Programs
- 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
- 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.

- Please provide itemized details of the costs related to your funding request.
 - This allows decision-makers to take separate components of your request into consideration when full funding may not be possible. The Total will automatically calculate for you.
 - **The sum of these itemized costs should equal the number provided in “Dollar Amount Requested” in your application. NOT the entire cost of the project, unless that is the same as the grant request.**

Itemized Budget

Please provide itemized details of the costs related to your [funding request specific to our foundation](#). NOT the total project cost.

The sum of these itemized costs should equal the number provided in the “Dollar Amount Requested” in Section 4 of the application.

Please provide a breakdown of all costs in the project that would be covered by your funding request to the Community Foundation. This allows decision-makers to take separate components of your request into consideration when full funding may not be possible.

*For example: An organization is requesting \$10,000 from the Community Foundation to purchase playground equipment. The entire project will cost \$50,000. In the itemized details, the organization should include:
\$6,500 - Metal Swing Set
\$3,500 - Merry-Go-Round*

The rest of the project does not need to be itemized.

	Item	Item Cost
Item 1	A <input type="text"/>	\$ <input type="text"/>
Item 2	A <input type="text"/>	\$ <input type="text"/>
Item 3	A <input type="text"/>	\$ <input type="text"/>
Item 4	A <input type="text"/>	\$ <input type="text"/>
Item 5	A <input type="text"/>	\$ <input type="text"/>
Item 6	A <input type="text"/>	\$ <input type="text"/>
Item 7	A <input type="text"/>	\$ <input type="text"/>
Item 8	A <input type="text"/>	\$ <input type="text"/>
Item 9	A <input type="text"/>	\$ <input type="text"/>
Item 10	A <input type="text"/>	\$ <input type="text"/>
Item 11	A <input type="text"/>	\$ <input type="text"/>
Item 12	A <input type="text"/>	\$ <input type="text"/>
Item 13	A <input type="text"/>	\$ <input type="text"/>
Item 14	A <input type="text"/>	\$ <input type="text"/>
TOTAL (must match the GRANT REQUEST, not the project total)		<input type="text"/>

Frequently Asked Questions

Q. How do I create an account on the grants portal?

A. Create a new account at <https://www.grantinterface.com/Home/Logon?urlkey=omahafoundation>. Be sure to record your login email and password for future use. This log-in will be for your entire organization.

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 administrator@grantsinterface.com and the domain (@grantsinterface.com) to your safe senders list to ensure you receive all system communications. [Add GLM to your safe senders list!](#)

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.

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 count 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. 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. 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 402-342-3458.