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## **GUTHRIE COUNTY COMMUNITY FOUNDATION GRANTING PROGRAM**

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### **Introduction**

The Guthrie County Community Foundation is a vehicle for charitable giving benefiting the entire community, county, or a designated area. Through the mechanism of endowment funds, charitable minded individuals can establish funds to build a permanent source of charitable assets to meet emerging, as well as existing, community needs. In addition, through the establishment of pass-through funds, the Guthrie County Community Foundation and its donors can facilitate capital campaigns, and other specific fundraising campaigns or immediate community needs.

The mission of the Guthrie County Community Foundation is to foster giving, strengthen service providers, and improve the local conditions and quality of life. To these ends, the Guthrie County Community Foundation promotes philanthropy,

endowment building, community-building, capacity-building, grant making, organizational collaborations, and public leadership for the benefit of Guthrie County, Iowa.

Guthrie County Community Foundation's funding policy provides that general unrestricted funds available for distribution are dedicated to nonprofit and charitable organizations, (i.e. to qualifying 501(c) or tax-exempt equivalent organizations) serving the needs of the citizens of Guthrie County.

**A WORD OF CAUTION!** Funds available for the Guthrie County Community Foundation Granting Program vary each year. Applying for a grant does not guarantee the requested project or program will be funded. Please recognize that your request may be funded fully, partially, or not at all.

### **Mission:**

The Guthrie County Community Foundation Granting Program exists to improve the quality of life in Guthrie County through projects leading to job creation and retention, family and children, environmental, recreational and religious projects.

### **Application Process:**

Guthrie County Community Foundation (GCCF) provides a grant application, which all applicants will receive with these guidelines. The applicant must use the provided forms. All additional materials are to be provided as attachments to the application. Please do **NOT** place supporting materials with each answer; instead please attach them to the end of the application. If this form is reproduced, the same format must be followed or the grant application will be returned and not considered for funding.

A non-profit organization may expect the following procedures in regard to its request:

- An application form and guidelines will be provided to each applicant.
- All applications must be received on or before the first working day of March.
- Applications **must be emailed**, they cannot be faxed.
- All applications will be screened for **Eligibility** as described below.
- Eligible applications will be **Evaluated** as described below.
- Funding of approved applications will be based upon the applications evaluation.
- All Eligible applications will receive a written response in regards to the funding requested.
- All organizations receiving a grant award shall execute a *Grant Award Agreement*. All Grant Award Agreement forms must be returned within (20) working days or be considered void.
- All project applicants, whether the project has been awarded or denied, must wait until the next GCCF Grant cycle to reapply.

### **Eligibility:**

The Grant Award Program is open to organizations holding a proper IRS Section 501(c)–or equivalent tax-exempt status and a Certificate of Good Standing with the Iowa Secretary of State. It can include tax-exempt schools, libraries and city governments, as long as the project has a uniquely identifiable budget. For those applicants awaiting IRS application of their 501 (c) status, the use of fiscal sponsors is allowed, though no administration fees can be paid via the Guthrie County Foundation Assets. The project to be funded must be located within Guthrie County.

Notes to the Applicant:

- IRS 501(c) tax-exempt status is not to be confused with your Federal ID Number or state sales tax exemption number.
- Individual schools and churches may not have a separate tax-exempt certificate. They are either exempt by law or fall under a blanket exemption because of their ties to a municipality.
- Only one application per 501(c) or equivalent tax-exempt status will be accepted, unless applicant falls under the exemption of a municipality or taxing entity, and carries a separate identifiable budget.

**Exclusions:**

The Guthrie County Community Foundation ***will not*** fund the following:

1. Travel or seminars.
2. Recurring or on-going expenses, except "start up costs."
3. Political causes, candidates, and lobbying efforts.
4. Individuals, including scholarships and personal benefits.
5. Debt incurred or purchases made *prior* to grant award notification.
6. Funding for general operations, regular salaries, maintenance costs, alleviation of deficit budgets or to satisfy debt-financing costs.
7. Request for ticket/table purchases or advertising for benefits.
8. Use for the personal benefit of an organization's members.
9. To replace an organization's long-term existing source of funding.
10. Maintenance of existing, occupied, governmental buildings.
11. Support discriminatory activities.
12. Support private, for-profit businesses.
13. Support private, non-operating foundations.
14. Proposals to salvage programs.
15. Being the primary source of operating budget support.

## **Evaluation:**

The Grant Making Committee will evaluate the applications based on the following criteria:

- **100 points – Impact**
  - How does the project meet Foundation goals?
  - How will the project improve the development potential of the project area, improve access to services, or create an environment for community improvement?
  - How many Guthrie County residents will benefit from the project?
  
- **100 points – Organizational Capacity**
  - Is the project based on thorough research?
  - Does the project have the needed organization to be completed?
  - Can the project be sustained without undue burden on the community?
  
- **100 points – Need**
  - Can the organization complete the project without this grant?
  - Does the organization have access to other funds?
  
- **100 points - Local Support**
  - To what extent is the project supported by the community most likely affected?
  - To what extent is this support evident?

**Each organization, once determined to be Eligible, should be prepared to make a brief presentation and answer questions from the Board. This Q&A will serve only to clarify the application. No points will be added or deducted from the Applications' Evaluation.**

## **APPLICATION AND AWARD GUIDELINES**

**Email your completed application with attachments to:**

**GCCFoundation@gmail.com**

1. The email file must be a .doc or .pdf file – preferably one document only and within the specified timeframe.
2. Include a copy of the Internal Revenue Service determination letter confirming 501(c) tax-exempt status.
3. Include a copy of the Certificate of Good Standing from the Iowa Secretary of State.

*----- These two documents are not required for governmental entities. -----*

(GCCF will retain copies of these Certificates)

4. Grant applicants must have documentation that all matching funds are in place. Applications submitted must have a dollar-for-dollar cash match minimum. Contributions from other sources may be used to satisfy the required match. Applicants must demonstrate organizational financial strength to continue long term, or that projects can be completed within the documented time frame.
5. If any organization is applying for funds for any program/project, which involves property that is not owned/operated by the applicant, the applicant must provide authorization from the owner/operator of the facility.
6. The Guthrie County Community Foundation's designated Grant Committee will review each application to determine Eligibility. Recommendations for funding will be determined by the Guthrie County Community Foundation Board of Directors.
7. Applicants will be notified of their funding status within 90 days of the application deadline.
8. Applicants who have been awarded funding will be required to complete a funding agreement which outlines the terms and conditions of the award. The original agreement must be executed and returned to Guthrie County Community Foundation within 20 working days of receipt. When the completed funding agreement has been received, the award will be distributed following completion of the project and receipt and verification of costs of the project. If a grantee does not require the full amount funded, Guthrie County Community Foundation holds those funds to benefit future applicants.
9. Applicants will be required to submit performance reports to Guthrie County Community Foundation. The report will indicate progress on the goals and project activities. Some projects may require the completion of a final product, study, or report. Performance reports may be quarterly, semi-annually, or for some projects, may be required for a period after the contract expires, or may only be one final report. Failure to submit reports may deem the applicant ineligible for future awards. The Guthrie County Community Foundation may perform field visits as deemed necessary.
10. The organization receiving an award must provide public acknowledgement of the grant award. Appropriate acknowledgements may take the form of: display of a plaque or marker on site, visible recognition of contribution via press release or other media, notations on marketing materials such as brochures, billboards, etc.
11. Successful applicants will be required to send a minimum of one representative to an annual public reception in recognition of the applicant's project and to share your success story with the public.

12. All contracts have a funding expiration date of 12 months from the award date. The award may be automatically terminated at that time. The Guthrie County Community Foundation will entertain written requests for an extension. Requests for an extension must be made at least 30-days prior to the contract end date. The maximum time allowed for an extension will be an additional 12 months. If at the end of the extension period the project still is not completed, the grant funds will revert back to the general pool of funds.
13. Funding for your project is a one time opportunity. Additional funding requests for the same project will not be considered.
14. Depending upon available funding, Guthrie County Community Foundation sometimes will offer mini-grants outside of the normal funding cycle. If this is for a mini-grant, the funding request cannot be for a currently funded project or previously funded project. All rules for eligibility and documentation are the same for mini-grants.

**THE GUTHRIE COUNTY COMMUNITY FOUNDATION  
RETAINS THE RIGHT TO AMEND THIS APPLICATION,  
OR CHANGE THE PROCESS IN WHICH APPLICATIONS AND/OR GRANTS  
ARE ADMINISTERED AT ANY TIME,  
FOR ANY REASON.**

Rec'd: \_\_\_\_\_

Grant #: \_\_\_\_\_

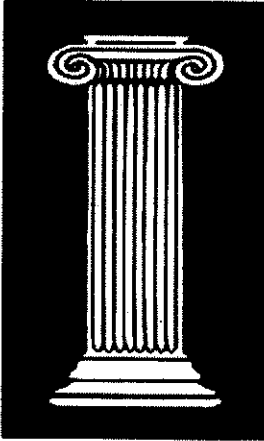
Awarded: \$ \_\_\_\_\_

**For Office Use Only**

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**2010  
GUTHRIE COUNTY  
COMMUNITY FOUNDATION  
APPLICATION**

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**Applicant's Federal ID number** \_\_\_\_\_  
*(Only one application per federal ID number per funding period)*

1. Applicant's Name: \_\_\_\_\_
2. Are you a tax-exempt organization? Yes \_\_\_ No \_\_\_  
*(A copy of the organization's 501(c) and Certificate of Good Standing must be attached.)*  
  
--OR-- a unit of a government entity? Yes \_\_\_ No \_\_\_  
*If a unit of a government entity, please list: \_\_\_\_\_*
3. Contact Person: \_\_\_\_\_  
*(If different from authorized signer on last page of this application, please note with a check mark.)*
4. Address: \_\_\_\_\_
5. Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Web Page: \_\_\_\_\_
6. Please list a title and brief description of the project/program for which funding is requested in the space below. (In addition, a one- page addendum describing your proposal in more detail may be attached.)

7. Type of Proposal (check one):     New service/project     Expand current service/project

8. Amount of funding requested from GCCF: \$ \_\_\_\_\_

Amount of Cash Match: \$ \_\_\_\_\_

Amount of In-Kind match: \_\_\_\_\_

**The above three figures, when totaled, must equal totals as outlined in number 14.**

9. Have you ever received funding from GCCF?     Yes     No

If Yes, please provide month and year previous awards were received. \_\_\_\_\_

10. Have you ever had an application for GCCF funding that was denied?     Yes     No

If Yes, please provide month and year request was made. \_\_\_\_\_

11. Answer the following questions as they relate to this project.

a. Objective of the proposal:

b. Targeted population, including approximate number served:

c. Statement of need:

12. Organization:

a. Provide your organization's mission statement and a brief history of your organization.

b. Explain how this proposal meets the goals and objectives outlined in your mission statement and what planning has taken place.

13. Funding:

a. If this program/project is ongoing, what are the future funding sources for the proposal?

b. If your organization has a national, state or regional affiliation, what percentage of local funds is passed on to the national, state or regional organization?

14. Complete this page for the project for which you have applied. Please attach any quotes or bids applicable for the completion of the project.

	<i>Total Needed For This Project (1)</i>	<i>Funds NOW AVAILABLE (2)</i>	<i>Source Of Available Funds</i>	<i>PENDING Funds (3)</i>	<i>Source of Pending Funds</i>	<i>Requested GCCF Fund. (4)</i>
Personnel						
Organization						
Consulting						
Labor						
<b>Equipment (Itemize)</b>						
1-						
2-						
3-						
4-						
5-						
<b>Supplies (Itemize)</b>						
1-						
2-						
3-						
4-						
5-						
<b>Capital Funds</b>						
Endowment Fund						
Real Estate						
<b>Other (Itemize)</b>						

<b>TOTALS:</b> <i>[Sums (2),(3), &amp; (4) must total (1)]</i>	<b>(1)</b>	<b>(2)</b>		<b>(3)</b>		<b>(4)</b>
% Of Total						

15. Required Attachments:

- a. Documentation from the IRS designating your organization as a tax-exempt entity.
- b. A Certificate of Good Standing from the Iowa Secretary of State stating that you are qualified to operate as an Iowa non-profit.
- c. A full, detailed budget for the current operating year covering both income and expenses of your organization.
- d. A full detailed financial statement showing all assets and liabilities.
- e. A listing of the officers and directors, their compensation, if any.
- f. Any authorizations or certifications pertinent to your agency or proposal.
- g. If a sponsoring organization is used a signed letter from that organization is required. This letter must document the sponsoring organization's responsibility in the administration of this grant application.
- h. Minimum of two letters of support for the project in addition to the requirements of #7.

**AFFIRMATION**

I hereby affirm that:

**To the best of my knowledge and belief, all data in this application is true and correct and that the funds requested, if received, will be used for the purpose outlined in this application.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Authorized person to sign for the organization*

Name: \_\_\_\_\_  
*(Please Type/Print)*

Title: \_\_\_\_\_

## **DEADLINES AND E-MAILING INSTRUCTIONS**

The original application must be **received** at the GCCF email address of **GCCFoundation@gmail.com** by **4:30 PM on the identified deadline date**. The emailed application should be sent in one transmission and needs to be a .doc or .pdf file. GCCF will not assemble grant applications.

Deadlines for mini-grants, if offered, will be announced in the local media. See award guidelines for further details.

GCCF is not responsible for not being able to open files sent via email. **You** must follow up with a telephone call to **(641) 332-2191** to be assured your e-mail transmissions and attachments have been received and they are in a readable format. Guthrie County Community Foundation is not responsible for non-delivery of e-mail transmissions.