



Applying for a Grant

Grants from the Community Foundation of Northeast Iowa are made to non-profit agencies in Black Hawk County. Our affiliate community foundations give grants to non-profit agencies in 20 other counties in Northeast Iowa. Contact the Community Foundation at (319) 287-9106 or visit us online to learn more about our affiliates and affiliate grants.

Checklist:

Applicants must submit:

- Metro Funders Agency Profile form and all items listed on page 6 of that form. **The Metro Funders Agency Profile form is available on the Metro Funders website at www.metrofunders.org.**
- 12 copies of the Grant Request form including project budget. **The Grant Request form is available at the Community Foundation office or online at www.cfnea.org.**
- ***Incomplete applications will not be considered.***

www.cfnea.org
www.metrofunders.org

It is suggested that applicants contact Carolynn Sween, Community Foundation Program Director, to explore the appropriateness of requests and for any further guidance she may be able to provide about current funding priorities.



of Northeast Iowa
Established in Waterloo/Cedar Falls in 1956

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PO Box 1176 ♦ Waterloo, Iowa 50704
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Grant Request Procedures & Checklist

BLACK HAWK COUNTY

Schedule for Grant Making

The Community Foundation Board of Directors approves charitable grants twice a year—in June and December.

Applications for grants must be submitted approximately two months prior to the awarding of the grants. The deadlines and award dates are as follows:

APRIL 1	Deadline for submission of grant applications for June awards.
JUNE	Date of approval for first award cycle.
OCTOBER 1	Deadline for submission of grant applications for December awards.
DECEMBER	Date of approval for second award cycle.

Applicants will be notified in writing when final grant decisions are made.

AWARD REQUIREMENTS

Agencies receiving grants will be asked to have a Chief Executive Officer or Chair of the Board sign a **Terms of Grant Agreement** which clarifies legal parameters for use of the grant. This form must be signed and returned immediately, prior to receiving the award check.

In addition, all grant recipients will be required to file a **written report** within six months on the outcome of the project/program funded.

Areas of Grant Making

A vital part of the Community Foundation's mission is making charitable grants to non-profit agencies. The Foundation does not do programming; it supports agencies which do programming for public good. Grants are made in the following areas of charitable activity:

ARTS & CULTURE Supporting the creative arts— theater, music, painting, sculpture, dance, strengthening the programs of local museums and libraries.

COMMUNITY AFFAIRS & DEVELOPMENT Including the administration of justice, development of employment and training, encouragement of citizen participation in community affairs, and enhancement of local community resources.

EDUCATION Improving the quality of education through support of both public and private institutions of learning. The Foundation will consider grant proposals for creative teaching, instructional resources, professional development (not including fellowships), and other initiatives designed to improve schools and their programs. (See **Vision for Education Brochure for Guidelines for Public and Private Schools of Waterloo/Cedar Falls.**)

ENVIRONMENT EDUCATION & PROTECTION Supporting conservation of natural resources, preventing and eliminating pollution, preserving water quality, protecting wildlife, and educating the public about environmental priorities.

HEALTH Helping alleviate human suffering through support of institutions dedicated to healing and wholeness of life through improvement of health care, prevention of substance abuse, and research into the causes and prevention of disease.

HISTORIC PRESERVATION Assisting groups engaged in restoring structures and artifacts of historical importance to the area.

HUMAN SERVICES Assisting youth, women, minorities, the elderly, the handicapped, and families in need.

Evaluation Criteria

A Distribution Committee, composed of Community Foundation board members from Waterloo and Cedar Falls, is charged with making recommendations to the entire Board of Directors regarding proposals to be funded. The following items are important in this screening and recommendation process:

- Applicant organizations must be tax-exempt, non-profit entities classified by the IRS as 501(c)(3) organizations.
- **Requests should be for one year only**, as the Board favors keeping income from the endowment unencumbered for subsequent grant making cycles.
- If awarded, grants must be expended within **Black Hawk County**. Thus, applicant agencies ought not request grants, a portion of which would be sent out of the county or state to pay administrative or other fees of a parent organization. Exceptions to this rule include approved grants from Donor-Advised and Designated Funds held by the Community Foundation.
- The staff of applicant agencies should give every evidence of having the ability to carry out funded programs successfully. The general reputation of the agency and past performance of its staff will be considered.
- Grants will not be made to an applicant in consecutive grant cycles.
- There is no set of criteria which, if met, will guarantee funding.

