Partners in Community Impact
Supporting organizations creating stronger communities for everyone.

Grant Guidelines

ACKLEY COMMUNITY FOUNDATION GRANTS - 2025

SNAPSHOT		
APPLICATION OPENS	**MAY 15, 2025**	This document provides the necessary details about this specific grant opportunity, including deadlines and eligibility requirements. For information about accessing the online grants management site, tips on grant writing, and more, visit the Grantseeker Resources section of our website (www.cfneia.org). If you have any additional questions, please contact Director of Affiliate Impact Shanda Hansen at 319-243-1357 or shansen@cfneia.org
APPLICATION DEADLINE	**JULY 15, 2025 at 5:00pm**	

About the Ackley Community Foundation
The Ackley Community Foundation is an affiliate of the Community Foundation of Northeast Iowa, created by and for the people of Ackley for the purpose of generating both endowed and unrestricted funds to support charitable capital projects, activities, services, programs, and organizations that will improve the quality of life for the residents of Ackley, Iowa.

What We Fund
The Ackley Community Foundation will provide grants to improve life in Ackley, Iowa. The Foundation wants to help develop a community where people want to live, work, play and stay. Areas of giving are:

Arts & Culture   Community Betterment   Education & Youth Development   Environment & Animal Welfare   Health   Human Service

Eligibility to Apply
Organizations must provide benefits to the people of Ackley *and* must meet the following criteria to apply for a grant:
- Be classified as a 501(c)(3) nonprofit organization or be a government entity.
- Tax-exempt organizations classified as *other* than 501(c)(3) are also eligible *if* the project is deemed charitable; please contact our office to discuss the project's eligibility prior to submitting a proposal.
- Be current with all state and federal reporting requirements, such as filing of 990 forms.
- No past due grant reports for previous Ackley Community Foundation grants.
- Requests that include or require participation in inherently religious activities such as religious worship, instruction, or proselytization or activities that promote specific religious doctrine are not eligible.
- Application must be completed by the due date using the online application and CFNEIA grant site.

Groups, projects, or initiatives that do not meet the above eligibility requirements may submit a request through a fiscal sponsor. Fiscal sponsors must be classified as a 501(c)(3) or a government entity. The Foundation prefers that the fiscal sponsor's mission closely align with the sponsored project. *Fiscal Sponsors will be legally and financially responsible for any grant funds that are awarded.*

NOTE: Please read the guidelines and application instructions thoroughly before submitting the application.

Restrictions

In addition to the eligibility requirements, the following restrictions also apply:

- **Applications for fireworks or related projects are not eligible.**
- One application per organization: exceptions may be made for government entities or Fiscal Sponsors. Government and school departments must submit applications through the main account for their city/school.
- Only one application per city/school *department* may be submitted. *Please contact our administrative office to determine if an account has been created.*
- **Minimum request amount is $500.** Most grant amounts range from $500 - $3,000.
- **Budget template linked in application <u>must</u> be used to submit request budget** (see sample on page 4). Use the Budget Explanation section to provide details and clarification of request budget.
- Requests for funds that are to be re-granted or re-distributed by the applicant will not be supported.
- Requests for political/lobbying activities or for debt repayment/reduction are not eligible.

Review Criteria

Applications will be reviewed and scored on the following elements:

- **Organization** – The overall health of the organization and how the application reflects the organization's capability
  for completing the request.
- **Feasibility** – The probability the request will be successful, including the organization's level of staff/volunteers and
  collaboration with community partners.
- **Community Need and Impact** – The need for the request and how the proposed goals impact the community/county.
- **Collaboration –** The level of the request's success through collaboration with other organizations, community members.
  and/or government entities.
- **Request Budget** – The details of the budget and the ability to secure and/or leverage other funding sources, including in-kind services.

Funding Priorities

The ACF Committee places **high priority** *on funding requests that:*

- Address a community-based need, demonstrate broad community support, and benefit the whole community.
- Show the organization's ability to leverage funding and support from other sources, with budgets clearly showing all matching funds for the request.
- Maximize community resources through cooperation and collaboration with other organizations in the community and avoid replication of services, programs, or projects.
- Reflect organization and staff's capacity to achieve the desired results of the request.
- Show sustainability without additional long-term financial commitments from Ackley Community Foundation.

Grant Selection Committee

The Ackley Community Foundation is made up of community volunteers from throughout Ackley. This committee is responsible for making funding recommendations to the Community Foundation of Northeast Iowa. The Committee carefully reviews and considers all eligible applications based on the guidelines stated herein. The 2025 Governing Committee is:

Paula Abbas	Jeff Frazier	Paul O'Kane
Korey DeBerg	Barbara Keninger	Jeff Stubbe
Krista Dieken	Matt McNeal	Taresa Trueblood

How to Apply

Applicants interested in seeking grants from the ACF should fully review these grant guidelines prior to applying to ensure all eligibility requirements are met. Applications must be submitted through the foundation's online grant management system, which can be located at www.ackleycf.org. Also located on the website are helpful resources for logging in and navigating the online grants system.

Important Dates

- The grant application deadline is **5:00pm CST on July 15, 2025.** *Technical assistance will be available to applicants until 5:00pm on the day of the deadline.*
- All applicants will be notified of the results of the grant process by mid-September 2025.
- Grants will be presented during a ceremony in October 2025. More details will be included in the grant decision letters. Grantees are encouraged to bring staff, board, and volunteers to this celebration event.
- Grant reports, for successful applications, will be due on October 31, 2026.

Conditions

Awarded applicants are required to:

- Sign a Terms of Grant agreement which clarifies legal parameters for use of the grant.
- Submit a Grant Report to show the results of the project and to show that all the funds have been spent as intended. (If the project takes longer to complete, the Community Foundation will consider a request to extend the Grant Report deadline.

Questions

Applicants, *especially first-time organizations*, should contact Shanda Hansen, Director of Affiliate Impact, at 319-243-1357 or shansen@cfneia.org to explore the appropriateness of requests and for any further guidance.

Applicants should contact Dotti Thompson, Grant and Scholarship Manager, at 319-243-1358 or dthompson@cfneia.org with specific questions on eligibility or accessing the grant site.

Community Foundation Request Budget					
Request: Library Updates					
Request Expenses	Total Request Cost	CF Request	Other Funding	Other Funding Source	Funding Status
Shelving	$ 1,500.00	$ 500.00	$ 500.00	Donations	Pending
			$ 500.00	In-Kind	Secured
Computers	$ 2,000.00	$ 1,000.00	$ 500.00	Agency	Received
			$ 500.00	United Way	Pending
Total	$ 3,500.00	$ 1,500.00	$ 2,000.00		

Instructions:

Enter each expense line item for the request in the Request Expenses column (Column A). In the Total Item Cost column, enter the total cost for the corresponding line item (Column B). The cost of the line item that is being requested from the CF is entered into the CF Request column (Column C). Any additional funding amounts for each request expense are entered separately in the Other Funding column (Column E). Select the appropriate funding source for each other funding amount in the Funding Source column (Column F) from the drop-down menu. Select the appropriate funding status for each funding source in the Funding Status column (Column G) from the drop-down menu. **The Total Item Cost column must equal the CF Request Column plus the Other Funding Column.** *Definitions listed below are for the other funding amounts, not the CF request.*

Funding Source Definitions:

Agency - Funds from the organization's budget or reserves

In-Kind Services - Labor or other services provided at no cost or by volunteers

Grant - Grant funds for this request other than those from this CF, including grants pending/received from other CFNEIA Affiliates

Donations - Funds received from private individuals or businesses

United Way - Funds received through United Way organizations

Other - Funds from a source not listed

Funding Status Definitions: This is for the other funding sources; not the requests from this CF

Pending - Funds have been sought, but are awaiting approval/denial

Secured - Funds have been committed but not received by the organization

Received - Funds have been received and are earmarked for the request

A blank copy of the sample budget template is linked in the application.