Partners in Community Impact

Supporting organizations creating stronger communities for everyone.

Grant Guidelines

SPECIAL NOTE: For the 2023 grant cycle, the Benton County Community Foundation will have more funds to award than they had in 2022 or will have in 2024. Therefore, applicants are encouraged to submit requests for projects that require larger financial support this cycle.

There will be a grant workshop on August 30, 2023 from 12-1pm for all nonprofits in Benton County which will include information about this increase for the 2023 cycle and provide guidance for submitting requests. The workshop will be virtual and RSVPs are encouraged. To register, please visit: https://us02web.zoom.us/meeting/register/tZckdeCspzgjHdzi4rpARCmJU6iCOw4i--2h

BENTON COUNTY COMMUNITY FOUNDATION GRANTS - 2023

SNAPSHOT		
APPLICATION OPENS	**SEPTEMBER 1, 2023**	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 grantwriting, and more, visit the Grantseeker Resources section of our website (www.cfneia.org). If you have any additional questions, please contact Grant & Scholarship Manager Dotti Thompson at 319-243-1358 or dthompson@cfneia.org.
APPLICATION DEADLINE	**OCTOBER 15, 2023 at 5:00pm**	

About the Benton County Community Foundation

The Benton County Community Foundation, an affiliate of the Community Foundation of Northeast Iowa, is a 501(c)(3) non-profit organization created by and for the people of Benton County. The Foundation's mission is to strengthen Benton County by encouraging charitable giving to create legacies for the future. We offer world-class donor services and wise investing. Our grants are designed to act as a catalyst for community transformation and growth, enriching the lives of area citizens.

What We Fund

The Benton County Community Foundation provides grants to improve life in Benton County, Iowa. We want to help develop communities that people want to live in, as well as to benefit rural areas of the county. Areas of Foundation giving are:

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

Eligibility to Apply for Funding

Organizations must provide benefits to the people of the Benton County *and* must meet the following criteria in order 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.
- Must not have any past due grant reports for previous Benton Community Foundation grants.
- Inherently religious activities such as religious worship, instruction, or proselytization or activities that promote specific religious doctrine are not eligible.
- **Late, incomplete, or hard copy applications are not eligible.** Incomplete applications are those in DRAFT mode at the time of the application deadline.

For groups, projects, or initiatives that do not meet the eligibility requirements, the Community Foundation will consider your request if submitted through a fiscal sponsor. Fiscal sponsors must be a 501(c)(3) or a government entity. The fiscal sponsor's mission should align with the sponsored project. **Fiscal Sponsors will be legally and financially responsible for any grant funds that are awarded by the Benton County Community Foundation.**

Funding Types

Operations = *Available for 501(c)3 nonprofit organizations only.* Funding to support your organization and all that it does. Funds can be used for *any* aspect of your operations. Your Total Annual Agency Budget response should be the same as your Project Budget. The Project Date questions should align with your fiscal year.

Programming = Funding to support a *portion* of what your agency does. This can be a specific program or project. Funds can be used for anything connected to this portion of your work include staffing/salary, overhead costs, etc.

Capital = Funding to support anything that is permanently affixed to a structure or the ground (for example, a new roof, a playground, fencing, tree planting, window replacements, etc.).

Equipment/Materials = Funding for the purchase of items that are not affixed to a structure or the ground (for example, printed materials, furniture, books, technology, etc.). If this includes a request for anything else (staff, overhead, fees, travel costs, etc.) then you should select "Programming."

Restrictions

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

- One application per organization with the **exemption of Government Entities and Fiscal Sponsors**; **however, fiscal sponsors may submit only one application per sponsored organization**.
- Government entities may submit only one application per department. Schools are considered government entities for grant purposes.
- Minimum grant request: $5,000.
- Applicants must use the Budget Template that is embedded in the application; those that do not include the required Budget Template will be disqualified (see page 4 for example).
- Bids/estimates for work to be completed or equipment/materials to be purchased should be attached in the Support Document section of the application.
- Requests for building projects and/or veterans' needs from veterans' organizations are eligible *if the project benefits the community as a whole.*
- Requests for veterans' memorials are not eligible.
- Requests for funding of city welcome signs and wayfinding signs are not eligible for funding.
- Requests for pass-through funds or funds that will be regranted by the applicant are not eligible.

Funding Priorities

Highest priority for funding is given to projects that:

- Address a community need, demonstrate broad-based community support, and provide benefits that are community/county wide.
- Show a high level of support or leveraged funding from other sources. For government entities, requests with committed funds from the city/county for the project are given higher priority.
- Maximize community resources through cooperation and collaboration with other organizations in the community and work to eliminate redundant services, programs, or projects.
- Show long-term sustainability of the project without annual grant support from the BCCF.

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 project.
- **Feasibility** – The probability the project will be successful, including the organization's level of staff/volunteers and collaboration with community partners.
- **Community Need and Outcomes** – The need for the project and how the proposed outcomes impact the community/county.
- **Project Budget** – The details of the budget and the ability to secure and/or leverage other funding sources, including in-kind services. ***Requests that do not show other funding sources are scored at zero for the budget portion of the application.***

Grant Selection Process

The Benton County Community Foundation is made up of community volunteers from throughout Benton County. This committee is responsible for making funding recommendations to the Community Foundation of Northeast Iowa's board of directors. The Committee carefully reviews and considers all eligible applications based on the guidelines stated herein. The 2023 Governing Committee is:

Teresa Cretin	Jacki McDermott	Tracy Papesh
Jean Fish	Manda McKinley	Christine Turner
Mindy Fisher	Brian McNulty	Dusti Winkie
Kassie Mather		

How to Apply

Applicants interested in seeking grants from the Benton County Community Foundation should fully review these grant guidelines prior to submitting an application to ensure all eligibility requirements are met. Applications must be submitted through the foundation's online grant management system. Visit www.bentonccf.org to access the online grant system, and to find additional resources for grant seekers.

Important Dates

- **The grant application deadline is 5:00pm on October 15, 2023.**
- All applicants will be notified of the results of the grant process in mid-December 2023.
- Grant awards will be presented during a ceremony in January 2024. More details with be provided with the notification information.
- Grant reports, for successful proposals, are due January 31, 2025.

Grant 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 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.

It is suggested that first-time applicants 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.

	Sample BCCF Project Budget				
	Project: Roof Repairs				
Project Items	**Total Project Cost**	**BCCF Request**	**Other Funding Amt.**	**Other Funding Source**	**Funding Status**
Roofing Shingles	6000.00	4500.00	1000.00	Agency Funds	Received
			500.00	Grant - Walmart	Pending
Roofing Supplies	5000.00	2500.00	1500.00	In-Kind-Menards	Secured
			1000.00	Donations	Received
Labor	4500.00	3000.00	1500.00	In-Kind- Volunteers	Secured
Total	**$ 15,500.00**	**$ 10,000.00**	**$ 5,500.00**		

Instructions:

Enter each expense line item for the project in the Project Expenses column (Column A). In the Total Project 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 BCCF is entered into the BCCF Request column (Column C). Any additional funding amounts for each project expense are entered separately by funding source into the Other Funding Amt. column (Column D). The type of funding source must be selected from the dropdown list in the Other Funding Source column (Column E). Select the appropriate funding status for each funding source in the Funding Status column (Column F) from the dropdown list. You may add more rows as needed. **The Total Project Cost column must equal the BCCF Request column plus the Other Funding Source Column.**

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 project other than those from the BCCF, 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:

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 project