

Partners in Community Impact

Supporting organizations creating stronger communities for everyone.

Grant Guidelines

KOSSUTH COUNTY COMMUNITY FOUNDATION – 2025

SNAPSHOT		
APPLICATION OPENS	SEPTEMBER 1, 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 FAQs 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	OCTOBER 15, 2025 AT 5:00PM	

About the Kossuth County Community Foundation

The Kossuth County Community Foundation (KCCF), an affiliate of the Community Foundation of Northeast Iowa, was created by and for the people of Kossuth County. The Community Foundation's main goals are to support Kossuth County and to attract additional funds by assisting donors in creating lasting legacies through a variety of giving options within Kossuth County.

What We Fund

The Kossuth County Community Foundation provides grants to improve life in Kossuth County, Iowa. We want to help develop communities where 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

Within these program areas, the KCCF will prioritize funding for projects that are multi-generational, engage individuals on multiple levels, provide essential services to youth, and/or provide critical emergency response within our communities.

Eligibility to Apply for Funding

Organizations must provide benefits to the people of the Kossuth County **and** must meet the following criteria to apply for a grant:

- 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.
- Current with all state and federal reporting requirements, such as filing of 990 forms.
- No past due grant reports for previous Kossuth County 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:

- **One application per organization** with the exemption of Government Entities and Fiscal Sponsors. However, fiscal sponsors may submit only one application per sponsored organization and government entities may submit only one application per department.
- Multiple applications for the same project or to benefit a single organization are not eligible for funding.
- **Grant request minimum is \$1,000.**
- The following organizations are eligible for specific projects only:
 - Schools – for community-wide projects (such as repair to a track that provides community access)
 - Churches – for projects that provide community services/activities
 - Economic development organizations - for marketing/education projects that benefit the whole community
 - Service clubs and veterans' organizations (with eligible tax-exempt status) - for charitable community projects
- **Applicants are required to use the [NEW](#) budget template linked to the application.** Budgets should indicate what other funding sources have been secured or are pending approval (See page 4 of Guidelines for sample).
- The KCCF will not support requests for the following:
 - political activity or lobbying
 - debt repayment
 - funds that will be re-granted by the applicant
 - endowment contributions
 - project expenses incurred prior to grant notifications (mid-December 2023).

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

Funding Priorities

- The extent to which the proposal addresses a community need, demonstrates broad-based community support, and provides benefits to the community-at-large.
- The level of support or leveraged funding from other sources.
- Maximization of community resources through cooperation and collaboration with other organizations in the community and the elimination of redundant services, programs, or projects.
- The capacity of the applicant's organization and staff to achieve the desired result and/or projects that focus on the growth of the organization.
- The sustainability of the proposed project.

Grant Selection Process

The Kossuth County Community Foundation is made up of community volunteers from throughout Kossuth 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 2025 Committee is:

Caleb Anderson
Brad Arndorfer
Cynthia Arndorfer

Mark Davis
Gina Helmers
Tiffany Johnson

Deb Kenne
Brian Kollasch
Julie Murphy

How to Apply

Applicants interested in seeking grants from the Kossuth County Community Foundation 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. Visit www.kossuthccf.org to access the online grant system, and to find additional resources for grant seekers.

Important Dates

- ***A Grant Workshop will be held on September 9, 2025 at 11:30am at Pharmacists Mutual Insurance Company, (808 Hwy 18 W, Algona).*** Information on the workshop will be emailed/publicized in early September.
- ***The grant application deadline is 5:00 pm on October 15, 2025. Technical support will be available to applicants until 5:00 pm on the day of the deadline.***
- All applicants will be notified of the results of the grant decisions in mid-December 2025.
- Grant awards will be presented at an award ceremony in early-mid January 2026.
- Grant reports, for successful proposals, will be due on January 31, 2027.

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, *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.

SAMPLE

	Community Foundation Request Budget				
	Request: Library Updates				
Request Expenses	Total Request Cost	CF Request	Other Funding	Other Funding Source	Funding Status
Carpet Squares	\$ 5,000.00	\$ 3,500.00	\$ 1,500.00	Agency	Received
Shelving	\$ 1,500.00	\$ 1,000.00	\$ 500.00	In-Kind	Secured
Computers	\$ 4,000.00	\$ 2,000.00	\$ 750.00	Agency	Received
			\$ 750.00	United Way	Pending
			\$ 500.00	Donations	Received
Furniture	\$ 2,000.00	\$ 1,000.00	\$ 500.00	Grant	Received
			\$ 500.00	Agency	Received
Total	\$ 12,500.00	\$ 7,500.00	\$ 5,000.00		

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.***