Grant Guidelines

TAMA COUNTY COMMUNITY FOUNDATION
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TAMA COUNTY COMMUNITY FOUNDATION GRANTS – 2027

IMPORTANT DATES		
APPLICATION OPENS	**NOVEMBER 15, 2026**	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 Nonprofit FAQ section of our website (www.cfneia.org). If you have any additional questions, please contact our administrative office at 319-243-1358 or programs@cfneia.org.
APPLICATION DEADLINE	**JANUARY 15, 2027 AT 5:00 PM**	

Zoom Drop-In: Grant Assistance Office Hours — **https://us02web.zoom.us/j/81066591446**

Wednesday, November 18, 2026 – 9-10:00am
Wednesday, November 25, 2026 – 3-4:00pm
Friday, December 4, 2026 – 9-10:00am
Thursday, December 10, 2026 - 12-1:00pm
Wednesday, December 16, 2026 - 3-4:00pm
Wednesday, December 30, 2026 - 9-10:00am
Tuesday, January 5, 2027 – 12-1:00pm
Monday, January 11, 2027 – 11:00am-12:00pm
Thursday, January 14, 2027 – 9-10:00am

About the Tama County Community Foundation

The Winneshiek County Community Foundation is an affiliate of the Community Foundation of Northeast Iowa, created by and for the people of Winneshiek County, for the purpose of generating both endowed and unrestricted funds to support charitable projects, activities, programs, and organizations that will improve the quality of life for the residents of Winneshiek County, Iowa. Visit www.tamaccf.org to learn more.

What We Support

The Tama County Community Foundation provides grants to improve life in Tama County, Iowa. We want to help develop communities that people want to live in, as well as benefit rural areas of the county. We do this through the Community Foundation's Impact Priority areas of grantmaking. For more information on our Impact Priorities, visit cfneia.org/impactpriorities.

Our Impact Priorities

- Opportunity & Access
- Health & Safety
- Vibrant Communities
- Youth Empowerment

Eligibility to Apply

Organizations must provide benefits for the people of Tama 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 previously awarded 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.
- Requests for political activity/lobbying, debt repayment, endowment contributions, funds that will be re-granted by the applicant to another entity, and/or expenses incurred prior to grant notifications are not eligible.
- Fiscal sponsors may submit only one application per sponsored organization.

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 apply:

- One application per organization per year with the exemption of Government Entities and Fiscal Sponsors.
- **The administration of each city and the county may only submit one application for a city/county-wide project (for example: banners for downtown)**.
- Government entities and schools may submit only one application per department.
- Request minimum of $1000. Requests under $1000 will not be considered.
- Budget template linked in application **must** be used to submit the project budget. **Applications that do not use the template will not be considered.** (See page 4 for a sample request budget)
- Bids/estimates for purchases or contracted labor are strongly encouraged and should be attached in the Support Document section of the application.
- The following organizations are eligible for specific projects only:
  - Churches – for projects that provide community services/activities
  - Economic development organizations - for marketing/education projects that benefit the whole community, not just member businesses
  - Service clubs & veterans' organizations - for charitable community projects

Funding Priorities

- Requests that show multiple funding sources will be given higher priority by the Tama County Community Foundation.
- Requests that include salaries and/or labor will be given lower priority by the Tama County Community Foundation.
- Requests with detailed bids/estimates are given preference when labor is included in the request.

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 request will be successful, including the organization's level of staff/volunteers and collaboration with community partners.
- **Community Impact and Outcomes** – The need for the request 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.

Grant Selection Process

The Tama County Community Foundation is made up of community volunteers from throughout Tama 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 Committee list can be found at www.tamaccf.org.

How to Apply

Before applying, applicants should review these grant guidelines to ensure they meet all eligibility requirements. Applications must be submitted through the Foundation's online grant management system. Visit https://www.cfneia.org/nonprofits/grant-opportunities/ to access the online grant system and additional resources for grant seekers.

For your benefit, please read the entire application before beginning to answer the questions.

Important Dates

- **A Grant Workshop will be held in December 2026.** Details can be found on our events page at https://www.cfneia.org/events/. You can RSVP for this workshop once it is announced by using this **link**.
- **The grant application submission deadline is 5:00 pm on January 15, 2027.** Technical assistance for applicants will be available until 5:00 pm on the day of the deadline.
- All applicants will be notified of the results of the grant process by mid-March 2027.
- Grant awards will be presented at a ceremony in April 2027. More details will be provided with the notification letters. ***Grantees (along with staff & board members) are strongly encouraged to attend this ceremony to be recognized.***
- Grant reports for successful proposals are due April 30, 2028.

Questions

Applicants 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. First-time applicants are highly encouraged to contact Shanda for guidance to strengthen their alignment and application.

Applicants can 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 CF Request Budget					
	Request: Food Pantry				
Line-Item Expenses	**Total Request Cost**	**CF Request**	**Other Funding Amt**	**Other Funding Source**	**Other Funding Status**
Meat Purchases	$ 5,000.00	$ 2,500.00	$ 2,500.00	Donations	Received
Food Bank Purchases	$ 3,000.00	$ 1,000.00	$ 2,000.00	Agency	Received
Non-Food Purchases	$ 7,000.00	$ 2,000.00	$ 2,000.00	Donations	Secured
			$ 2,000.00	Agency	Received
			$ 1,000.00	In-Kind	Pending
Utilities	$ 2,400.00	$ 500.00	$ 900.00	Agency	Received
			$ 1,000.00	Grant	Pending
Rent on Building	$ 4,000.00	$ 500.00	$ 1,500.00	Agency	Received
			$ 1,000.00	Grant	Secured
			$ 1,000.00	In-Kind	Secured
Mileage - P/U Food	$ 1,500.00		$ 1,500.00	Donations	Secured
Wages for Staff	$ 6,000.00		$ 3,000.00	Agency	Received
			$ 3,000.00	Grant	Secured
Total	**$ 28,900.00**	**$ 6,500.00**	**$ 22,400.00**		

Instructions:
Enter each expense line item for the project in the Line-Item Expenses column (Column A). In the Total Request 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 by funding source (Column D). Enter the appropriate funding status for each funding source in the Funding Status column (Column F). You may add more rows as needed. **The Total Request Cost column must equal the CF Request column plus the Other Funding Source Column.**

Other 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 the 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

Other 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 request