

Grant Guidelines



FRANKLIN COUNTY COMMUNITY FOUNDATION GRANTS – 2026

IMPORTANT DATES		
APPLICATION OPENS	NOVEMBER 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 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, 2026 AT 5:00 PM	
<u>Zoom Drop-In: Grant Assistance Office Hours</u>		
Thursday, December 4, 2025 – 11:00am-12:00pm		Thursday, January 8, 2026 – 2:00-3:00pm
Thursday, December 11, 2025 – 2:00pm-3:00pm		Tuesday, January 13, 2026 – 2:00-3:00pm
Thursday, December 18, 2025 – 10:00am-11:00am		Thursday, January 15, 2026 – 10:00-11:00am

About the Franklin County Community Foundation

The Franklin County Community Foundation is an affiliate of the Community Foundation of Northeast Iowa, created by and for the people of Franklin 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 Franklin County, Iowa. Visit www.franklinccf.org to learn more.

What We Support

The Franklin County Community Foundation provides grants to improve life in Franklin 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 to the people of the Franklin County *and* must meet the following criteria to apply:

- 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; 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 Franklin 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. **Fiscal Sponsors will be legally and financially responsible for any grant funds that are awarded.**

Restrictions

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

- One application per organization with the **exemption of Government Entities and Fiscal Sponsors**.
- Fiscal sponsors may submit only one application per sponsored organization and government entities may submit only one application per department. *Schools are considered government entities for foundation grant purposes.*
- Grant request minimum is \$1,000; maximum should not exceed \$10,000.
- Applicants **must** match at least 20% of the requested amount. Match may be cash or in-kind (only 10% of match may be in-kind). All in-kind match must be included in the request budget as dollar amounts. Volunteer labor in-kind match should be calculated at \$15/hour. See sample budget on page 4 for more information.
- **Applicants must use the Budget Template that is linked to the application. (see page 4 for example).**
- Applicants are encouraged to include bids/estimates for work being done or equipment being purchased.
- The following organizations are eligible for specific project requests only:
 - Churches – for requests that provide community services/activities
 - Economic development organizations - for marketing/education requests that benefit the whole community, not just member businesses
 - Service clubs and veterans' organizations (with eligible tax-exempt status) - for charitable community projects
- Requests for funds that will be re-granted by the applicant, including scholarships, or for fundraising/one-time events will not be funded.

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, and ability to fund future costs of the request.
- **Community Need and Outcomes** – The need for the request and how the proposed outcomes impact the community/county.
- **Request Budget** – The details of the budget and the ability to secure and/or leverage other funding sources, including in-kind services.

Funding Preferences and Priorities

In addition, the Franklin County Community prefers to fund requests that:

- Utilize local vendors and contractors when possible
- Are specific requests that enhance the work of nonprofit groups
- Can be completed within the grant period
- Demonstrate multiple sources of income for the request
- Are sustainable without ongoing support from the FCCF

Grant Selection Process

The Franklin County Community Foundation is made up of community volunteers from throughout Franklin 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.franklinccf.org.

How to Apply

Applicants interested in seeking grants 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 <https://www.cfneia.org/nonprofits/grant-opportunities/> to access the online grant system, and to find additional resources for grant seekers.

Important Dates

- **The grant application deadline is 5:00 pm on January 15, 2026.** *Technical support will be available to applicants until 5:00pm on the day of the deadline.*
- **A grant workshop will be held December 2, 2026, from 12-1:30pm.** More details will be sent out in an email.
- All applicants will be notified of the results of the grant process by mid-March 2026.
- Grant awards will be presented in April 2026. More details will be provided with grant notifications.
- Grant reports, for successful proposals, are due on April 30, 2027.

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.

CF Request Budget					
	Request Name: Entry Upgrades				
Request Expenses	Total Request Cost	CF Request	Other Funding	Other Funding Source	Funding Status
ADA Doors	\$ 4,600.00	\$ 3,500.00	\$ 1,100.00	Agency	Received
Entry Lighting	\$ 4,700.00	\$ 3,000.00	\$ 1,000.00	Grant	Pending
			\$ 700.00	Donations	Secured
Insulation Materials	\$ 2,100.00	\$ 2,100.00			
Labor	\$ 800.00		\$ 800.00	In-Kind	Secured
Total	\$ 12,200.00	\$ 8,600.00	\$ 3,600.00		

Match %

42%

Instructions:

Enter each expense line item for the request in the Request 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 into the Other Funding column (Column D). The type of funding source must be selected from the drop-down 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 drop-down list. You may add more rows as needed. **The Total Request Cost column must equal the CF 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 other than those from the CF

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 request