

Grant Guidelines



TAMA 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 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 to the people of the Tama County *and* must meet the following criteria to apply:

- Be classified as a 501(c)(3) nonprofit organization or 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 Tama 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 per year with the exemption of Government Entities and Fiscal Sponsors; however, fiscal sponsors may only submit one application per sponsored organization.
- **The administration of each city and the county may only submit one application for a city/county-wide project (for example: banners for downtown).** This is in addition to applications for different departments. Schools are considered government entities.
- 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 (with eligible tax-exempt status) - for charitable community projects
- The TCCF will not support requests for the following:
 - fundraising activities or one-time events
 - funds that will be re-granted by the applicant
 - project expenses incurred/completed prior to grant notifications

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.

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.

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

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.

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

Important Dates

- **The grant application submission deadline is 5:00 pm on January 15, 2026.** *Technical assistance for applicants will be available until 5:00 pm on the day of the deadline.*
- **A Grant Workshop will be held December 2, 2026, at 6:00 pm at the Traer Library** (531 2nd St., Traer). You can RSVP for this workshop by using this link: <https://form.jotform.com/252966081737972>
- All applicants will be notified of the results of the grant process by mid-March 2026.
- Grant awards will be presented at a ceremony in April 2026. More details will be provided with the notification letters. Grantees are encouraged to attend with staff, volunteers, and board members.
- Grant reports, for successful proposals, are due 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.

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