



**COMMUNITY  
FOUNDATION**  
*of Franklin County*  
Affiliate of the Community Foundation of NE IA

## 2012 GRANT APPLICATION PROCEDURES

### What is the Community Foundation of Franklin County

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

### What We Support

The Community Foundation of Franklin County will provide grants to improve life in Franklin 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 affairs & development, education, environmental protection, health, historic preservation and human service.**

### Eligibility to Apply for Funding

Applying organizations must be tax-exempt, non-profit entities classified by the IRS as 501(c) (3) organizations or government entities. If you have questions about eligibility or this classification, please contact our administrative office at 319.287.9106. **NOTE:** The Fiscal Sponsorship Agreement form is located on pg. 4 of this application packet. This must be filled out by organizations that do not have a current 501(c) (3) or equivalent status. *\*Fiscal Sponsors are legally and financially responsible for funds that are approved and granted from CFFC.* This form need not be filled out by 501(c) (3) or equivalent organizations.

- Grant requests should not exceed \$10,000, and applicants should match at least 20% of the requested amount. Match may be in cash or in-kind (only 1/2 of the 20% may be in-kind).
- One application per organization.
- There are no set of criteria that, if met, will guarantee funding.
- If the organization has received past funding from the Community Foundation of Franklin County, all grant reporting must be up to date and in good standing, or they will be considered ineligible to apply.
- **CONSIDER APPLYING!** We look for new ways to have a positive impact on Franklin County through innovative and high-impact grants.

### Applying for a Grant

**Applicants interested in seeking grants from the Community Foundation of Franklin County are asked to submit a completed grant application:**

The Grant Application is available online on the Community Foundation's website: [www.cffranklinco.org](http://www.cffranklinco.org), as well as the Chamber of Commerce and Development Association sites: [www.hamptoniowa.org](http://www.hamptoniowa.org), and [www.franklincountyiowa.com](http://www.franklincountyiowa.com).

**Awarded applicants are required to:**

1. Sign a Terms of Grant Agreement clarifying legal parameters for use of the grant.
2. Submit a short written report within six months on the outcome of the funded project.

**How to submit:**

**Submit only 1-sided pages. Original must be paper-clipped (please NO staples).** Typed applications are preferred; incomplete or late applications cannot be considered. ***Please carefully weigh your packet when mailing it, so that additional postage is not required upon receipt. Incorrect postage delays delivery.***

**Required Attachments:**

- Grant Request Form Cover Page
- Grant Request Narrative Responses (2 pages maximum)
- List of Organization's Board of Directors
- Project budget
- IRS determination Letter or equivalent proof of charitable status (& Fiscal Sponsor form, if applicable)

**Submit ONE Original completed application, with sufficient postage, to :**

Community Foundation of Franklin County)  
(c/o CFNEIA)  
PO Box 1176  
Waterloo, Iowa 50704

***\*Note: It is recommended that applicants contact our Administrative Office to ensure that your application has been received, about a week after it is mailed.***

**When are grants awarded?**

**Application Deadline: February 3, 2012**

Charitable grants from the Community Foundation of Franklin County will be approved by March 30. All applicants will be notified of the results of the grant process by April 15. Grant awards will be presented at a ceremony in April or May.

**If you have questions contact:**

**Any governing committee member, OR our administrative office at (319) 287-9106 or [csween@cfneia.org](mailto:csween@cfneia.org)**

**Community Foundation of Franklin County Governing Committee**

Brody Bertram, <i>Geneva</i>	Michelle Sackville, <i>Hampton</i>
Paulette Bridges, <i>Dows</i>	Ron Schermer, <i>Hampton</i>
Velma Butt, <i>Popejoy</i>	Brian Thies, <i>Hampton</i>
Dennis Carlson, <i>Latimer</i>	Judy Harper, <i>Hansell</i>
Jim Davies, <i>Hampton</i>	Kaye Vanness, <i>Alexander</i>
Steve Tervo, <i>Hampton</i>	



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## 2012 Grant Request Form

Date: \_\_\_\_\_

Legal Applicant Requesting Funding/Fiscal Sponsor: \_\_\_\_\_

Organization Conducting Project (if different from Legal Applicant/Fiscal Sponsor): \_\_\_\_\_

Project: \_\_\_\_\_

Legal Applicant/Fiscal Sponsor Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Legal Applicant/Fiscal Sponsor Contact Person and Title: \_\_\_\_\_

Contact Person Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Amount Requesting: \_\_\_\_\_ Total Project Budget: \_\_\_\_\_ Total Annual Agency Budget: \_\_\_\_\_

Timeframe for Project: \_\_\_\_\_ Fed. Tax ID#/EIN of Legal Applicant/Fiscal Sponsor: \_\_\_\_\_

**Type of Request:**  New Project  Capital  Equipment/Materials  Expansion of Existing Program  Other:

**Type of Project:**  Arts & Culture  Community Affairs & Development  Education  Health  
 Human Services  Historic Preservation  Environmental Education & Protection

**Attach responses to the following questions in narrative form, in no more than 2 pages, in 12 pt. font, 1-inch margins:**

1. Describe the purpose of the grant. **\*If applicant is a government entity, please address how Community Foundation funding would help to "lessen the burdens of government."**
2. Indicate desired outcomes and measurable results. Include how the project will be publicly communicated and/or recognized.
3. Describe the long-term plan for sustainability of the project.
4. Outline collaborating partners for the project; other funding secured, applied for, and proposed for the project.

**Required Signatures certifying the accuracy of the attached information**

\_\_\_\_\_  
Director/CEO of Legal Applicant/Fiscal Sponsor      Date      Print Name

\_\_\_\_\_  
Chair of Board of Legal Applicant/Fiscal Sponsor      Date      Print Name

**See page 2 of this application packet for submission criteria and required attachments. Deadline: February 3, 2012 (postmarked).**

**Submit 1 complete Original** to our Administrative Office: CFFC, PO Box 1176, Waterloo, Iowa 50704



## Fiscal Sponsorship Agreement

Fiscal Sponsor (a.k.a. Legal Applicant): \_\_\_\_\_

Fiscal Sponsor Contact Name with Email address: \_\_\_\_\_

Fiscal Sponsor Full Mailing Address: \_\_\_\_\_

Sponsored Organization Conducting Project: \_\_\_\_\_

Project Name: \_\_\_\_\_

The above named Fiscal Sponsor/Legal Applicant (hereafter referred to as **The Sponsor**) has agreed to serve as a fiscal/program sponsor for the above named Organization conducting a project (hereafter referred to as the **Sponsored Org.**) as outlined in the attached application and supporting materials. The Board of Directors of **The Sponsor** has passed a resolution adopting the **Sponsored Org.'s** project as a program or project consistent with the **Sponsor's** purpose and mission. The **Sponsored Org.'s** financial activities will be accounted for as a program of **The Sponsor** for IRS auditing and financial reporting purposes.

Since the **Sponsored Org.** is not recognized by the IRS as a charitable tax-exempt entity, **The Sponsor** must exercise full control over the **Sponsored Org.'s** financial administration, management and disbursement of funds resulting from this grant application. **The Sponsor** has delegated \_\_\_\_\_ (name of person/s employed by or connected with **The Sponsor**) as responsible for fulfilling of these accounting and reporting functions subject to the ultimate authority of the Board of Directors of **The Sponsor**. **The Sponsor** is responsible for ensuring completion of timely reports and submission of necessary financial statements to the Community Foundation's Administrative Office (contact info below). Failure to ensure timely reporting on behalf of the **Sponsored Org./Sponsor** will also result in a loss of good standing. This agreement will be in effect from the date of a grant award to support the above-named project until the grant funds are expended and the final report has been submitted and accepted.

### **We agree to the terms stated above in this agreement:**

Fiscal Sponsor/Legal Applicant Representative Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsored Organization Representative Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Attach to this agreement the Fiscal Sponsor's 501(c)(3) Tax-Exempt Determination Letter or comparable proof of charitable exemption (i.e. a letter from a City, confirming their status as a government entity). Contact our Administrative Office with questions, or for examples of a letter from a City.)*

\* CFNEIA, PO Box 1176, Waterloo, Iowa 50704, [csween@cfneia.org](mailto:csween@cfneia.org)