

# HARDIN COUNTY COMMUNITY ENDOWMENT FOUNDATION 2019 GRANT GUIDELINES

## Application deadline: February 1, 2019

For the fourteenth year, we are pleased to offer a **Hardin County Community Endowment Foundation** (HCCEF) Grant Application. This form seeks to make the application process simple and straight-forward for non-profits. A copy may be downloaded from the Hardin County ISU Extension website at [www.extension.iastate.edu/hardin/](http://www.extension.iastate.edu/hardin/) or the HCCEF website at [endowhardincoiowa.org](http://endowhardincoiowa.org). A paper copy may be requested by emailing: [endowhardinco@gmail.com](mailto:endowhardinco@gmail.com) or call/text 641-373-1379.

The **Hardin County Community Endowment Foundation** was formed in 2005 to foster private giving, to strengthen service providers, and to improve the quality of life for citizens throughout Hardin County.

HCCEF promotes endowment building, community grant making, organizational collaboration, and public leadership for the benefit of the Hardin County area. Affiliate Advisory board members strive to assess community needs, develop assets, evaluate area grant applications, encourage partnerships, and initiate activities to enhance Hardin County.

Each year HCCEF makes grant awards in these seven areas of our mission:

*\*Arts/Culture/Humanities      \*Economic Development      \*Education*  
*\*Environment/Animals      \*Health      \*Human Services      \*Public/Social Benefit*

The **Hardin County Community Endowment Foundation** makes grants to IRS 501(c)(3) tax exempt organizations, 170(c)(1) units of government, and/or other "501" charitable groups to fulfill the Foundation's mission of supporting worthwhile, innovative projects and programs. Grant amounts are dependent upon the allocation of funds available to HCCEF each fiscal year.

- The maximum grant request is \$10,000, not to exceed 50% of total project cost except for consideration of Tidal Wave grant. (see below)
- Consideration of Tidal Wave grants (more than \$10,000) which significantly impacts a large portion of Hardin County may be granted if an explanation is made in a special presentation to the HCCEF Affiliate Advisory Board at their regularly scheduled meeting on October 18th, 6:15 p.m. at upstairs conference room, Hardin County Savings Bank, Eldora OR on November 15th, 6:15 p.m. at conference room ISU Extension Office Hardin County, Iowa Falls. (Contact Program Director for agenda.)
- Grant requests may be wholly or partially funded.
- Projects are funded that address significant community issues; present creative, and practical proposals which build on community strengths; develop the leadership

potential of the community; involve local people in the planning and implementation of the project; provide a plan for sustainability beyond the funding period; and promote capital projects that impact a significant number of county residents.

- Multiple grants will not be awarded to the same organization in the same year or award grants to organizations that have prior year's HCCEF grants that are not fully completed.
- Same projects will not be funded year after year; current operating expenses; annual campaigns; budget deficits; reduction of debt; completed projects; endowments; individuals; grants to religious organizations (this does not exclude grants to religious organizations for non-religious purposes). Projects for signage, memorials, statues, and plaques are also not funded.
- If awarded a grant, the project must be completed by the end of the calendar year in which the grant money had been awarded, unless written permission for an extension has been allowed. File the final report as soon as the project supported by HCCEF is completed – no later than December 31, 2019.
- **To avoid an incomplete grant, please submit scanned grant and email to [endowhardinco@gmail.com](mailto:endowhardinco@gmail.com) by Monday, January 14, 2019 by 4:00 p.m. for review. Confirmation of completeness will be given by January 24, 2019 so that changes or additions can be made in time to meet the February 1, 2019 filing deadline as outlined in the next bullet point.**
- Thirteen copies of your completed application (in a manila envelope) must be delivered either to the Hardin County Auditor's Office at the courthouse in Eldora, or the Hardin County Extension Service Office in Iowa Falls by 4:00 p.m. on Friday, February 1, 2019 **OR** mailed to **Hardin County Community Endowment Foundation, Box 473, Iowa Falls, IA 50126**, and postmarked no later than Friday, February 1, 2019.

**Grants will be reviewed based on the following criteria:**

- benefit to residents in Hardin County -- with special attention given to projects that apply to a broad segment of the population
- the intrinsic merit of the project for meeting priority community needs
- number of residents who will be affected
- fulfilling ALL of the application's requirements -- with attention to clarity and measurability of the project's goals
- collaborative relationships

**Attachments: In order to be considered for funding, your application *MUST* provide the following items:**

- Submit 13 copies of your completed application, stapled, in a manila envelope, no binders, with **required** attachments

- Copy of latest Federal IRS tax-exempt status letter if you are a 501(c)(3) or 170(c) or other 501(c) entity, **OR**, if you are **NOT** a 501(c)(3) or 170(c)(1) governmental entity, or other 501(c) entity, please include a signed “Fiscal Sponsorship Agreement” from the organization that will be acting as your fiscal sponsor.

Written validation of nonprofit status

\*\*\*(EXAMPLES of a 501(c)(3) IRS tax-exempt status letter, a 170(c) unit of government IRS tax-exempt status letter, and a “Fiscal Sponsorship Agreement” form are available to download at the Extension Office website at [www.extension.iastate.edu/hardin](http://www.extension.iastate.edu/hardin) or at HCCEF’s website at [endowhardincoiowa.org](http://endowhardincoiowa.org), so you can see what kind of documentation you are required to provide.)

\*\*\*\*Hard copy samples may be obtained by emailing [endowhardinco@gmail.com](mailto:endowhardinco@gmail.com) or call/text 641-373-1379.

- Project budget -- on the attached required Estimated Budget Form provide a breakdown of total revenue and expenses for the project. (Only applications with HCCEF Budget form will be considered.)
- List of your organization’s members with their mailing addresses, e-mail addresses, and phone numbers. (If awarded a grant, an invitation will be mailed to all board members)
- A maximum of 2 pages of optional supporting materials may be included – photos, newspaper article on project, proposed design of project, etc. No more than 8 pages single-sided or 4 pages if double-sided.

**\*\*HCCEF grant application form, including the required attachments, can be no more than 8 pages single-sided or 4 pages if double-sided.\*\***

**\*Applications submitted after the February 1<sup>st</sup> deadline will not be considered for this year’s grant cycle.\***

**NOTE:** Grant-writing workshops will be held:

**Iowa Falls, Thursday, November 1<sup>st</sup>**, 6:30 p.m. ISU Extension Office, Hardin County, 524 Lawler St.

**Radcliffe, Tuesday, November 6<sup>th</sup>**, 6:30 p.m. City Hall community room north side of City Hall, 310 Isabella

**Eldora, Thursday, November 8<sup>th</sup>**, 6:30 p.m. Eldora Public Library, 1202 10<sup>th</sup> Street

*All non-profit organizations interested in submitting a grant application to HCCEF are strongly encouraged to attend one of these meetings.* At the end of the meeting, participants may visit individually with an HCCEF Affiliate Advisory Board Member about their organization’s specific grant proposal.

Current HCCEF Affiliate Advisory Board members:

Northwest: Dr. Mike Colwell, Ronn Rickels, Rob Wohlert, Donna Zoske

Northeast: Joan Schuller, Retha Starek

Hardin County Supervisor: Renee McClellan

Southwest: Earl Korhonen, Gloria Peet

Southeast: Andrea Brown, Steve Cox, Jerry Kramer, Dr. Zak Stoullil

## **Check list for a complete grant application:**

- 13 copies in a manila envelope
- No more than 8 pages single-sided or 4 pages if double-sided.
- Application page completed with:
  - Name
  - Project title
  - Describe project in 2-3 sentences
  - Project chair complete information
  - Type of Funding
  - Project focus area
  - Amount requested
  - Organization Status Questions
  - Project Chair Signature
- Copy of latest Federal IRS Status Letter or Fiscal Agent Form
- Budget Page
- Organizations board members with names, mailing addresses, email addresses and telephone number.

*If you have any questions, please contact Tam Elerding, Program Director, [endorhardinco@gmail.com](mailto:endorhardinco@gmail.com) or 641-373-1379.*

### **Questions about grant application should be directed to HCCEF Affiliate Advisory Grant Committee:**

Donna Zoske, Iowa Falls

Email: [dzoske@yahoo.com](mailto:dzoske@yahoo.com)

Phone: 515-689-4302

Jerry Kramer, Eldora

Email: [JerryLynnKramer@gmail.com](mailto:JerryLynnKramer@gmail.com)

Phone: 641-751-0864

Dr. Mike Colwell, Iowa Falls

Email: [mcolwelldds@hotmail.com](mailto:mcolwelldds@hotmail.com)

Phone: 641-373-2830