

# HARDIN COUNTY COMMUNITY ENDOWMENT FOUNDATION 2020 GRANT GUIDELINES

**Application deadline: February 3, 2020**

For the fifteenth 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 17<sup>th</sup>, 6:15 p.m. at conference room ISU Extension Office Hardin County, 524 Lawler, Iowa Falls OR on November 21<sup>st</sup>, 6:15 p.m. at upstairs conference room, Hardin County Savings Bank, 1202 Edgington Ave., Eldora. (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, 2020.
- **To avoid an incomplete grant, please submit scanned grant and email to [endowhardinco@gmail.com](mailto:endowhardinco@gmail.com) by Monday, January 13, 2020 by 4:00 p.m. for review. Confirmation of completeness will be given by January 24, 2020 so that changes or additions can be made in time to meet the February 3, 2020 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 Monday, February 3, 2020 **OR** mailed to **Hardin County Community Endowment Foundation, Box 473, Iowa Falls, IA 50126**, and postmarked no later than Monday, February 3, 2020.

**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
- 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. All signatures must be included.
- 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
- A maximum of 3 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 3rd deadline will not be considered for this year’s grant cycle.\***

**NOTE:** Grant Information Meetings will be held:

**Iowa Falls, Thursday, November 7<sup>th</sup>**, 6:30 p.m. ISU Extension Office, Hardin County, 524 Lawler St., Iowa Falls

**Eldora, Tuesday, November 12<sup>th</sup>**, 6:30 p.m. Eldora Public Library, 1202 10<sup>th</sup> Street, Eldora

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, Taylor Nederhoff, Ronn Rickels, Donna Zoske

Northeast: Joan Schuller, Retha Starek

Hardin County Economic Development Director: Angela De Le Riva

Southwest: 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
- Budget Page
- Fiscal Agent Form (if needed)
- Names of organization's board members

*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:**

Steve Cox, Union

Email: [ru4iowa2@gmail.com](mailto:ru4iowa2@gmail.com)

Phone: 515-344-5389

Dr. Mike Colwell, Iowa Falls

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

Phone: 641-373-2830

Retha Starek, Ackley

Email: [1stchurchlady@gmail.com](mailto:1stchurchlady@gmail.com)

Phone: 641-425-9892

Dr. Zak Stoullil, Eldora

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

Phone: 515-368-3790