

HARDIN COUNTY COMMUNITY ENDOWMENT FOUNDATION 2016 GRANT GUIDELINES

Application deadline: February 5, 2016

For the eleventh 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. Hard copies may be obtained at your local city hall or at the Hardin County Extension Service. You may also download a copy from the Hardin County ISU Extension website at www.extension.iastate.edu/hardin/ or the HCCEF website at endowhardincoiowa.org.

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. Foundation 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 *Community Betterment *Education *Health & Human Services
*Recreation & Environment *Youth Development
Economic Development & Entrepreneurship

The **Hardin County Community Endowment Foundation** makes grants to IRS 501(c)(3) tax exempt organizations, 170(c) units of government, and/or other 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.
- Grant requests may be wholly or partially funded.
- We fund projects 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.
- We do not give multiple grants to the same organization in the same year or give grants to organizations that have HCCEF grants that are not fully completed.
- We do not fund the same projects 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). We also do not fund projects for signage, memorials, statues, and plaques.

- If awarded a grant, the project must be completed within 9 months of receiving grant money, unless written permission for an extension has been allowed.
- Twelve copies of your completed application 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 5, 2016 **OR** mailed to **Hardin County Community Endowment Foundation, Box 473, Iowa Falls, IA 50126**, and postmarked no later than Friday, February 5, 2016.

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 12 copies of your completed application, stapled, 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**, if you are **NOT** a 501(c)(3) or 170(c), please include a signed "Fiscal Sponsor Form" from the organization that will be acting as your fiscal sponsor.
*** (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 sponsor form are available to download at the Extension Office website at www.extension.iastate.edu/hardin or at HCCEF's website at endowhardincoiowa.org, so you can see what kind of documentation you are required to provide.)
****Hard copy samples are attached to application forms available in city halls and at the Hardin County Extension Office.
- Project budget -- on the attached required Estimated Budget Form provide a breakdown of total revenue and expenses for the project.

- 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)
- You may include a maximum of 2 pages of optional supporting materials – photos, newspaper article on project, proposed design of project, etc but do not exceed a total of 8 pages.

****Your HCCEF grant application form, including the required attachments, can be no longer than 8 pages, front sides only.****

Applications submitted after the February 5th deadline will not be considered for this year's grant cycle.

NOTE: Grant-writing workshops will be held on **Tuesday, November 10th** at the Hardin County Extension Office in Iowa Falls at **6:30 p.m.** and on **Thursday, November 12th** at the Eldora Public Library at **6:30 p.m.** 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 board member about their organization's specific grant proposal.

Questions about this grant application may also be directed to any HCCEF Board Member:

Rob Wohlert, Iowa Falls

Email: rwohler@q.com

Telephone: 641-648-4706

Donna Zoske, Iowa Falls

Email: dzoske@yahoo.com

Telephone: 515-689-4302

Andrea Brown, New Providence

Email: pabrown@heartofiowa.net

Telephone: 641-497-5717

Bea Smuck, Buckeye

Email: beas@bankasb.com

Telephone: 515-855-4382

Mary Stonebraker, Eldora

Email: stoneymb@heartofiowa.net

Telephone: 641-858-3240

Kendra Veld, Steamboat Rock

Email: veld_kendra@yahoo.com

Telephone: 641-868-2352

Jerry Kramer, Eldora

Email: pastor_jerryk@yahoo.com

Telephone: 641-751-0864

Gloria Peet, Hubbard

Email: hgpeet@netins.net

Telephone: 641-864-2272

Dennis Winter, Hubbard

Email: dntwinter@netins.net

Telephone: 641-864-2443

Larry Wolf, Eldora

Email: lwolf@hardincsb.com

Telephone: 641-858-3906

Check list for a complete grant application:

- 12 copies
- No more than 8 pages – single 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 Tax Exempt Status Letter or Fiscal Sponsor Form if using a sponsorship
- Budget Page
- Organizations board members with names, mailing addresses, email addresses and telephone number.
 - *If you have any questions, please call Grant Chair Kendra Veld of Steamboat Rock at 641-868-2352 or e-mail at veld_kendra@yahoo.com.*