



Buena Vista County Community Foundation

Grant Application Instructions
Updated - March 5, 2023



Slideshow Goals

This slideshow is intended to help you fill our grant application and increase your chances of funding! PLEASE KEEP IN MIND THE FOLLOWING POINTS:

- You **MUST** submit one (1) original application (original signatures) AND six (6) full copies
- Grants **MUST** be received by the deadline at the top of the application - late applications will be rejected
- You **MUST** answer all the required fields (Required fields are outlined in **RED**)
- Do **NOT** staple the applications

Grant Application Basics

- The application is in Adobe PDF fillable format. You must use this format and complete the form in Adobe or another PDF software. NO HAND WRITTEN APPLICATIONS.
- The application can be downloaded from our website.
www.bvcountyfoundation.com
- Boxes outlined in RED on the application are required. You must select an option or enter information into that field.
- ALL signatures on the original application are REQUIRED to be signed in RED or BLUE ink.

Who Is Eligible?

- Units of Local Government (Cities and Counties)
- Public School Districts
- Organizations who have a 501.C.3 status (Documentation must be provided)
- Organizations who have a 501.C.13 status (Documentation must be provided) (501.C.13 is a non-profit cemetery)
- Other organizations who do not meet any of the above requirements may apply utilizing a “Fiscal Sponsor”

What Is A Fiscal Sponsor?

A fiscal sponsor is:

- A organization that is eligible to apply for Foundation Funding:
 - 501.C.3 Organization
 - 501.C.13 Organization
 - Unit of Local Government (City or County)
 - Public School Entity
- A partner in your project that will receive funds from the Foundation and provide them to you for use in accomplishing the project
- Fiscal sponsors may have a tax liability in being a fiscal sponsor and should consult with their tax advisor.

What Does the Foundation Fund?

- The Foundation funds capital projects that have a benefit to the residents and visitors to Buena Vista County.
- The Foundation does **NOT** fund projects that are routine maintenance or needed because of a lack of maintenance. Examples:
 - Concrete, sidewalk, or trail replacement
 - Replacement of facility components (furnaces, air conditioners, water heaters)
(Exception for historical preservation - see next slide)
- The Foundation does **NOT** fund operational or short-term projects. Examples:
 - Community Events
 - Disposable items, giveaways, or promotional items (brochures)
 - Food
 - Training
 - Software purchases
 - Maintenance agreements

Historical Preservation

How does the Foundation define Historical Preservation?

- The project is directly benefiting a historic structure or item for long-term future use and enjoyment of the residents and visitors to Buena Vista County.
- Typically, historical preservation or restoration will include the use of historical materials, elements, and features.
- Restoration of a structure or item that would negatively impact the historic value of the structure or item would be considered maintenance and **NOT** eligible for funding from the Foundation.

Grant Types

We have three (3) different grant types that you can apply for:

- Small Grants
- Medium Grants
- Large Grants

Small Grants

- Grants that request \$2,000 or less from the Foundation (Note: this is based on the amount requested not the total project cost)
- No required match - Foundation may cover 100% of the costs
- Minimum required score of 65 points

Medium Grants

- Grants requesting more than \$2,000 but less than \$5,000 from the Foundation. (Note: this is based on the amount requested not the total project cost)
- Required 50% or \$1 for \$1 match
- Match can be provided with in-kind services or donated materials
- Minimum required score of 65 points

Large Grants

- Grants requesting more than \$5,000 from the Foundation. (Note: this is based on the amount requested not the total project cost)
- Requires 50% (\$1 for \$1) match in CASH
- Match can **NOT** be in-kind or donated services
- Minimum required score of 75 points
- Foundation may choose to fund the project over a period of grant cycles at the discretion of the Foundation

General Rules for ALL Grant Types

- All signatures on the original application must be original or wet signatures in **RED** or **BLUE** ink.
- The Budget Section of the application must balance. This means the expenses must equal (or match) the revenues on the project as shown in the project budget.
- Required submittal is one (1) original application **PLUS** six (6) full copies.
- 501.C.3 and 501.C.13 organizations must provide a copy of their tax status documentation with the application (If using a Fiscal Sponsor who is a 501.C.3 or 501.C.13 a copy of their tax status documentation must be included with the application.
- Do **NOT** staple applications

General Rules for ALL Grants

- Each Grant requires the signature of two unique individuals. One must be the highest ranking individual of the organization. Who is the highest ranking individual?
 - The Mayor of a City
 - The Chairperson of the Board of Supervisors
 - The President of the School Board
 - The President or Chairperson of the Board that oversees the organization
 - The City Administrator of a City
 - The Superintendent of a School District

General Rules for ALL Grants

- If using a Fiscal Sponsor the Fiscal Sponsor must sign the application
- All grant requests must be in whole dollar amounts
- You may include additional pages with your application but only a maximum of six (6) single-sided pages.
- Submit applications single-sided
- All previous awarded projects must be completed including the submittal and acceptance of the Final Project Report

Grant Application Section by Section



BVCCF GRANT NUMBER: _____
(TO BE COMPLETED BY THE FOUNDATION ONLY)

**BUENA VISTA COUNTY COMMUNITY FOUNDATION
GRANT APPLICATION
SPRING 2023 GRANT CYCLE**

APPLICATIONS DUE: THURSDAY, JUNE 15, 2023, AT 4:00 P.M.

HEADER

- The FOUNDATION will complete the BVCCF Grant Number once the application is submitted.

This section will note the deadline for submittal in **RED**. Note that applications not received by the deadline will **NOT** be accepted.

Grant Application Section by Section

APPLICANT INFORMATION:

ORGANIZATION NAME:			
ORGANIZATION MAILING ADDRESS:			
CITY:		STATE:	
		ZIP CODE:	
CONTACT NAME:			PHONE NUMBER:
CONTACT EMAIL:			TAX ID NUMBER (EIN):
ORGANIZATION TYPE:	501.C.3	USING FISCAL SPONSOR:	NO

APPLICANT INFORMATION

- All information in this section is required.
- The "Organization Type" is a drop down option. You must select one. Even if you are a 501.C.3 you must still select that option
- Make sure the Contact Name, Email, and Phone are correct - this is how we will contact the organization.

Grant Application Section by Section

APPLICANT INFORMATION:

ORGANIZATION NAME:			
ORGANIZATION MAILING ADDRESS:			
CITY:		STATE:	
		ZIP CODE:	
CONTACT NAME:			PHONE NUMBER:
CONTACT EMAIL:			TAX ID NUMBER (EIN):
ORGANIZATION TYPE:	501.C.3	USING FISCAL SPONSOR:	NO

APPLICANT INFORMATION

- The Organization Type and Fiscal Sponsor are based on the “Organization Name” applying. For example, if the volunteer fire association is applying they are separate organization with or without a 501.C.3 status. If they don’t have a 501.C.3 status they would need to use the City as a Fiscal Sponsor OR apply as the City.

Grant Application Section by Section

GRANT SUMMARY INFORMATION:

PROJECT TITLE:

GRANT SIZE:

Small (<\$2,001) ▾

GRANT FOCUS AREA:

Arts & Cultural Awareness ▾

GRANT REQUEST:

COMMITTED MATCH:

GRANT SUMMARY INFORMATION

- In this section please include your project title
- The size of the grant is a drop down menu with the three grant sizes
- Grant Focus Area is a required section (more information on the next slide)
- Grant Request is the specific amount requested (Note this is in a whole dollar amount)
- Committed Match is the amount of funds that you have secured toward the project at the time of application

Grant Application Section by Section

GRANT FOCUS AREA: Arts & Cultural Awareness

COMMITTED MATCH:

COMPLETED BY THE FOUNDATION: YES

SIX (6) COPIES

- Arts & Cultural Awareness
- Community Betterment
- Environmental
- Health & Human Services
- Recreation
- Youth Education

GRANT SUMMARY INFORMATION

- Please choose the most appropriate area based on the benefit population.
- This area is required by the State of Iowa and helps to track funding based on a general set of categories.
- These are the only options - choose the best option for your project

Grant Application Section by Section

PHASE 1 SCORING: (THIS SECTION TO BE COMPLETED BY THE FOUNDATION AFTER SUBMISSION.)

PHASE 1 SCORE MAXIMUM POINTS	YES/NO	40 POINTS
1. SUBMISSION DOES <u>NOT</u> INCLUDE SIX (6) COPIES AND ONE (1) ORIGINAL (MINUS 40 POINTS)	_____	LESS: _____
2. GRANT <u>NOT</u> SIGNED BY HIGHEST OFFICIAL (MINUS 30 POINTS)	_____	LESS: _____
3. PRIOR AWARDS <u>NOT</u> COMPLETED (MINUS 30 POINTS)	_____	LESS: _____
4. BUDGET SECTION <u>NOT</u> BALANCED (MINUS 25 POINTS)	_____	LESS: _____
5. SIGNATURES NOT IN BLUE/RED INK (MINUS 20 POINTS)	_____	LESS: _____
6. <u>MORE</u> THAN SIX (6) ADDED PAGES (MINUS 15 POINTS)	_____	LESS: _____
7. 501.C.3 PAPERS <u>NOT</u> INCLUDED (MINUS 10 POINTS)	_____	LESS: _____
TOTAL PHASE 1 SCORE: _____		

PHASE 1 SCORING

This section will be completed by the Foundation once the application has been submitted. See the next slide for additional information:

Phase 1 Scoring

Each application receives 40% of their overall score for following directions! Failure to follow directions will result in loss of points in this first phase of scoring. The following deductions are applied for the following deficiencies:

- Failure to submit one (1) original and six (6) copies - DEDUCT 40 points
- Failure to have highest official sign application - DEDUCT 30 points
- Failure to have prior projects completed - DEDUCT 30 points
- Failure to have a balanced budget - DEDUCT 25 points
- Fail to have signatures in RED or BLUE ink - DEDUCT 20 points
- Failure to limit additional pages to a max of six - DEDUCT 15 points
- Failure to include 501.C.13 paperwork - DEDUCT 10 points

Phase 1 Scoring

- With a minimum score of 65 points (small and medium) or 75 points (large) required for funding any reduction of points in Phase 1 can prohibit the application from being funded.
- Phase 1 Scoring occurs before any Board review of the applications.
- Board members are aware of the Phase 1 Score when they review and low scores in Phase 1 can impact their review and the Phase 2 score

Grant Application Section by Section

FISCAL SPONSOR INFORMATION:

This section is required only if the applicant is not a 501.C.3, Governmental, or Public Education organization. If using a “Fiscal Sponsor” please note that any award will be granted to the fiscal sponsor. The applicant shall still be responsible for completion of the project and complying with all grant guidelines.

FISCAL SPONSOR NAME:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

EMAIL:

TAX ID NUMBER:

FISCAL SPONSOR INFORMATION

- This section is **ONLY** required if using a “Fiscal Sponsor.”
- The section contains information on the Fiscal Sponsor including basic contact information and their Tax ID Number (EIN).

Grant Application Section by Section

As the fiscal sponsor for this application I have reviewed the proposed program and organization and agree to provide financial accounting for this project, which includes, but is not limited to, providing accounting for the project (or ensuring that the applicant maintains accurate accounting records for this project) and ensuring that the project is completed on time and that funds are used for the project outlined by this application. In addition, I understand that if this project is awarded funding from the Foundation that the funds would be made payable to my organization.

FISCAL SPONSOR SIGNATURE: _____

DATE: _____

PRINTED NAME OF SIGNER: _____

TITLE: _____

FISCAL SPONSOR INFORMATION

- The Fiscal Sponsor is REQUIRED to sign off on their agreement to sponsor the applicants project.
- This signature should be an original signature on the “Original Application” in RED or BLUE ink

Grant Application Section by Section

PROJECT BUDGET:

This section shall show the entire budget for the **proposed project** including all funding, in-kind, and donated funds, materials, services, etc. **NOTE: This budget MUST balance.** "Balance" means that all project expenses must equal all project revenues. Operational, training, and supply type expenses are **NOT** eligible expenses for grant funding. Revenue sources labeled "future" are funds not yet awarded, donated, or otherwise under the control of the applicant. Having committed funds increases your odds of funding.

PROJECT REVENUES

SPONSOR CASH:	<input type="text"/>
FEDERAL GRANTS:	<input type="text"/>
STATE GRANTS:	<input type="text"/>
BVCCF REQUEST:	<input type="text"/>
PRIVATE GRANTS:	<input type="text"/>
DONATIONS SECURED:	<input type="text"/>
DONATIONS FUTURE:	<input type="text"/>
IN-KIND DONATIONS:	<input type="text"/>
GRANTS FUTURE:	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
TOTAL REVENUES:	\$ 0.00

PROJECT EXPENSES

LAND PURCHASE:	<input type="text"/>
EQUIPMENT EXP:	<input type="text"/>
CONSTRUCTION EXP:	<input type="text"/>
CONTRACT SERVICES	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
TRAINING:	<input type="text"/>
SUPPLIES:	<input type="text"/>
STAFF COSTS:	<input type="text"/>
TOTAL EXPENSES:	\$ 0.00

ARE YOU PROVIDING A QUOTE OR ESTIMATE:

PROJECT BUDGET

- The project budget is **REQUIRED** to balance. Balance means that revenues must equal expenses.
- There are a total of 11 categories for revenues (two of which are customizable) and expenses (four of which are customizable).
- All 11 categories must have a number entered. If there is no expense or revenue for that category enter "0"

Grant Application Section by Section

PROJECT BUDGET:

This section shall show the entire budget for the **proposed project** including all funding, in-kind, and donated funds, materials, services, etc. **NOTE: This budget MUST balance.** “Balance” means that all project expenses must equal all project revenues. Operational, training, and supply type expenses are **NOT** eligible expenses for grant funding. Revenue sources labeled “future” are funds not yet awarded, donated, or otherwise under the control of the applicant. Having committed funds increases your odds of funding.

PROJECT REVENUES

SPONSOR CASH:	<input type="text"/>
FEDERAL GRANTS:	<input type="text"/>
STATE GRANTS:	<input type="text"/>
BVCCF REQUEST:	<input type="text"/>
PRIVATE GRANTS:	<input type="text"/>
DONATIONS SECURED:	<input type="text"/>
DONATIONS FUTURE:	<input type="text"/>
IN-KIND DONATIONS:	<input type="text"/>
GRANTS FUTURE:	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
TOTAL REVENUES:	\$ 0.00

PROJECT EXPENSES

LAND PURCHASE:	<input type="text"/>
EQUIPMENT EXP:	<input type="text"/>
CONSTRUCTION EXP:	<input type="text"/>
CONTRACT SERVICES	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
TRAINING:	<input type="text"/>
SUPPLIES:	<input type="text"/>
STAFF COSTS:	<input type="text"/>
TOTAL EXPENSES:	\$ 0.00

ARE YOU PROVIDING A QUOTE OR ESTIMATE:

PROJECT BUDGET

- The “Total Revenues” and “Total Expenses” are auto calculated and will total the entered amounts entered above.
- If using a customizable line in the budget you need to enter a description to the left.
- The last question in this section asks if you are providing a quote or estimate as part of your application. This is a drop down box which defaults to “no.”
- NOTE: it is a good idea to include cost estimates and quotes when possible; however, these pages count toward your maximum attached pages.

Narrative Section General Notes

- All the narrative sections are required for all types of grants (small, medium, and large), including the project timeline narrative (previously the timeline was only required for large grants).
- These fields are **NOT** limited to a specific character count. However, keep in mind that if you add more information to the narrative section that what is visible it will not be printed or reviewed during the scoring. **KEEP YOUR NARRATIVE WITHIN THE VISIBLE AREA OF THE FORM!!!**
- The narrative sections do allow you to use “rich-text formatting” or the use of underlines, bold, italics, etc.

Narrative Section General Notes

- Be specific with your responses to the narrative questions. But be concise, verbose answers that repeat information can harm an application.
- In the following slides we have tried to provide some additional notes and questions that may be helpful in providing quality answers within each narrative section. Keep these notes in mind as you prepare your narrative responses.
- Within the narrative make reference to any additional attachments that you are including in the application. For example, you may explain the project and then note that you have a drawing attached showing the proposed project.

Grant Application Section by Section

BUDGET NARRATIVE: Please use the following space to provide any needed additional information regarding the project budget or the availability of other funds:

BUDGET NARRATIVE

The budget narrative is a great place to explain in more detail your budget. You may want to include the following information:

- What funds are secured (committed) and what funds are you still seeking?
- When do you anticipate having funds available?
- What other organizations or agencies are providing funding toward the project?

Grant Application Section by Section

PROJECT NARRATIVE: Please use the following space to specifically explain the proposed project, what will be accomplished. Include as much detail as possible. If providing pictures or other documents as attachments, please reference in the narrative. If you need additional space, please use your allowed extra pages (Maximum of six (6) extra pages allowed not including the 501.C.3 documentation).

PROJECT NARRATIVE

- Use this space to explain the project. Try to answer the following questions:
 - What specifically will be accomplished by the project? Describe in detail the number of items purchased, built, rehabilitated, etc.
 - Do NOT use this area to sell the project, just explain the actual goals of the project. You can do this in other sections of the application.
 - Remember that you are limited to six (6) single-sided pages of additional documentation.
 - If you need more space than what is provided you can use your additional pages of documentation.

Grant Application Section by Section

NEED FOR FOUNDATION INVOLVEMENT NARRATIVE: Please use the following space to identify why funding from the foundation is needed for this project. What other sources have you attempted to seek funding from? How long have you been trying to fund the project? What happens if a grant is not awarded?

NEED FOR FOUNDATION INVOLVEMENT NARRATIVE

- Here is a good area to sell us on our involvement in the project. Consider answering the following questions:
 - Why is funding from the Foundation needed for the project? Does it leverage other funds? Are we the only source?
 - How does your project meet the goals and mission of the Foundation by having our funds support your project?
 - Explain the other ways you have tried to fund the project. Why were those not successful?

Grant Application Section by Section

VALUE TO BUENA VISTA COUNTY: Please use the following space to tell us how this project will benefit the residents, businesses, and visitors of Buena Vista County.

VALUE TO BUENA VISTA COUNTY

- Remember our mission is to improve the quality of life for residents and visitors to Buena Vista County and the Cities within the County. Consider trying to address the following questions:
 - How will your project enhance the quality of life within Buena Vista County? Or to visitors to the County?
 - How will you measure that value added? What will determine if you have succeeded in your goals?

Grant Application Section by Section

PROJECT LONGEVITY: Please use the following space to explain the longevity of the project including the expected life once the project is completed. Please note that a project that is expected to have an anticipated life of 18 months or less is most likely an operational project and not eligible for funding.

PROJECT LONGEVITY

- This narrative section is seeking to understand the life of your project. Please note that we do **NOT** support operational projects and expenses. Consider addressing the following questions:
 - What is the expected life of the project you are proposing? How long will the project last before major rehabilitation or maintenance is required?
 - How did you determine the life of the project?

Operational Projects

The Foundation does not fund operational projects. What are operational projects? Operational expenses include:

- Training
- Software
- Supplies (including brochures)
- Scholarships
- Programming Expenses
- Community Events

Projects that don't have an expected life of at least 18 months are also considered operational and are **NOT** eligible for funding.

Operational Expenses

Operational expenses are those expenses that are related to operating a business, foundation, organization, or not-for-profit. They include:

- Training
- Software
- Supplies (including brochures)
- Consumables
- Programming Expenses

Operational expenses are not eligible for grant funding OR as match funds on medium and large grants.

Grant Application Section by Section

MAINTAINING THE PROJECT: Please use the following space to explain to us how the project will be maintained after completion. Who will be responsible for maintenance? Where will maintenance expenses come from? What experience does the individual or group who will maintain the project have in maintaining the project?

MAINTAINING THE PROJECT

- This narrative section seeks to understand how the project will be maintained and ensure that the project will meet or exceed the project life. We desire that our investment has a lasting impact. Consider addressing the following questions:
 - Who will be responsible for maintaining the project after it is complete?
 - What experience in maintaining the project does the applicant have that will ensure good, timely, and quality maintenance occurs?
 - How will maintenance, repairs, and rehabilitation be funded? Are those funds secured, easily accessible?

Grant Application Section by Section

BENEFITED INDIVIDUALS: Please use the following space to tell us how many people will benefit from your project. Please only count unique individuals not repeated clients or beneficiaries. How did you determine the number of benefited people? Why is Foundation funding important to the benefited population?

BENEFITED INDIVIDUALS

- In this narrative section we seek to learn more about the individuals who will see direct benefits from this project. Consider the following when addressing this section:
 - Who will have direct benefit from the project?
 - How are your direct beneficiaries determined?
 - Only count unique individuals that receive the benefit in your calculations. Thus if your project will provide a benefit to Jane Doe, you can only count Jane Doe once not once for each time Jane Doe benefits.
 - In some cases you may need to estimate the beneficiaries, explain the estimation method. Is it based on historic numbers? What are the historic numbers? Is it based on projections? How are the projections calculated?

Grant Application Section by Section

COMMUNITY SUPPORT: Please use the following space to identify other community support for the project including other groups, individuals, and organizations that support the project and how they support the project. Do you have support from other groups in terms of funding or in-kind services?

COMMUNITY SUPPORT

- Use this section to show how the community supports your project. Consider addressing the following elements:
 - What other individuals, groups, organizations, etc. support the project? How are they supporting the project?
 - Are any of these groups providing financial support? If yes, how much? Is that support committed? How much of the budget is already supported?

Grant Application Section by Section

MARKETING THE PROJECT: Please use the following space to tell us how the project will be marketed to the public, community, and Buena Vista County. How are you planning to recognize the contribution of the Foundation (be specific)?

MARKETING THE PROJECT

- The goal of this narrative section is understand how the public will learn about, find out about, and utilize the project. Additionally, we seek to understand how you will recognize the contribution of the Foundation if provided funding. Consider the following when working on this narrative:
 - Are you planning basic recognition of the Foundation and project in methods that have a short life span? These might include press releases, postings on social media, etc?
 - Short term recognition is good but long term recognition is better. Consider recognition of the Foundations contribution in permanent placement of the Foundation's name and logo on plaques, donor boards, signage, etc.
 - Remember that projects should have long-term benefits. As such you should promote the use and availability of the project long-term. Additionally, recognition of the Foundation's contribution should be long-term.

Grant Application Section by Section

PROJECT TIMELINE: Please use the following space to tell us how soon the project will proceed following an award announcement. Is there any anticipated delay that would result in the project not beginning immediately, if yes, please explain. The Foundation expects that awarded projects will be completed within 12 months of award. If you anticipate the need for a longer timeline, please explain. Large projects should include a project timeline as a separate attachment.

PROJECT TIMELINE

- This section is now required for all grants but is now just a narrative section. The goal here is to understand the overall timeline of the project. Consider the following when preparing your answer:
 - When will the project start? When will the project end?
 - What challenges will the project have that can or will impact the timeline of the project?
 - Will the project be completed in 12 months? If not why?
 - Large projects should consider adding a more detailed timeline as part of their extra pages.

Grant Application Section by Section

PROJECT CERTIFICATION:

We the undersigned have the full authority of the applicant agency to submit the above application for and request funding for the proposed project outlined in this application. As such we guarantee to the Foundation that if the project is funded, we will accomplish the project within 12 months from the date of award, ensure that all grant funds are spent only on the eligible project costs, and complete all required project updates, reports, and requirements, including the required final report. We also agree to execute a grant agreement with the Foundation prior to receiving funds from the Foundation. We agree that in the event the project is not able to move forward that the applicant will return all funds to the Foundation in a timely fashion. We agree to recognize the Foundation for their contribution to the project through both short and long term recognition techniques. We understand that the decision of the Foundation is solely the decision of the Foundation and that their decision is final.

PROJECT CERTIFICATION

The final section of the application is the certifications page that you will need to sign off on. Please read the PROJECT CERTIFICATION language carefully, to ensure that your organization is in agreement with the terms of grant funding from the Foundation.

Grant Application Section by Section

GRANTS MUST BE SIGNED BY TWO (2) SEPARATE INDIVIDUALS IN EITHER BLUE OR RED INK ON THE ORIGINAL APPLICATION THAT IS SUBMITTED.

HIGHEST ORGANIZATIONAL REPRESENTATIVE:

PRINTED NAME: TITLE: DATE:

PROJECT CONTACT:

PRINTED NAME: TITLE: DATE:

ALL APPLICATIONS MUST INCLUDE A COPY OF THEIR 501.C.3 PAPERWORK WITH THE APPLICATION EXCEPT FOR GOVERNMENT AND PUBLIC-SCHOOL APPLICANTS.

PROJECT CERTIFICATION

- The application **MUST** be signed by two (2) unique individuals.
- One of the signatures must be by the Highest Organizational Representative
 - The Mayor of a City
 - The Chairperson of the Board of Supervisors
 - The President of the School Board
 - The President or Chairperson of the Board that oversees the organization
 - The City Administrator of a City
 - The Superintendent of a School District

Grant Application Section by Section

GRANTS MUST BE SIGNED BY TWO (2) SEPARATE INDIVIDUALS IN EITHER **BLUE** OR **RED** INK ON THE ORIGINAL APPLICATION THAT IS SUBMITTED.

HIGHEST ORGANIZATIONAL REPRESENTATIVE:

PRINTED NAME: TITLE: DATE:

PROJECT CONTACT:

PRINTED NAME: TITLE: DATE:

ALL APPLICATIONS MUST INCLUDE A COPY OF THEIR 501.C.3 PAPERWORK WITH THE APPLICATION EXCEPT FOR GOVERNMENT AND PUBLIC-SCHOOL APPLICANTS.

PROJECT CERTIFICATION

- The original application that is submitted **MUST** have original signatures in **RED** or **BLUE** ink.
- There is also a reminder here to include your 501.C.3 or 501.C.13 paperwork with the application (this is not required if the applicant or fiscal sponsor is a local unit of government or public school district). The inclusion of the 501.C.3 or 501.C.13 paperwork does **NOT** count toward the limitation of six (6) additional pages.

Grant Application Section by Section

FINAL NOTES: Please note the following items:

☐

Do **NOT** staple applications together.

☐

Clearly identify the original copy submitted.

☐

You are limited to a **MAXIMUM** of six (6) additional pages.

☐

You must submit **six (6) full copies PLUS one (1) original** application.

☐

Your 501.C.3 documentation is **ATTACHED** except for governmental or public-school applicants.

FINAL NOTES

- We have provided a small section at the end of the application to help you with the final review of the application. You can check these boxes as you complete your review. Many of these items if not completed correctly will impact your Phase 1 score.

Pictures

A few notes on inclusion of pictures in your application:

- Pictures can be very helpful and are encouraged.
- When including pictures do NOT glue, tape, or staple them to a piece of paper. Print them on plain paper and make copies.
- Pictures with captions are better than pictures.
- You can include multiple pictures on one sheet of paper.
- Make sure the pictures explain what you need them to explain.
- If you include pictures make sure you are using color copies for the six copies of the original application if having color photos is important to the interpretation of the pictures (the six copies are what the board uses for scoring).

Tips, Helpful Hints

- So many times we get an application and after reading the application we don't know what is actually going to happen. The "PROJECT NARRATIVE" is your opportunity to tell us specifically what will happen with the project.
- In the narrative sections, limit your narrative to the space available. The form will not resize and any information beyond the space provided will not print or be reviewed.
- If the narrative sections don't provide sufficient space you can use your additional six (6) pages. Use as much of the narrative space as you can and reference the additional information in the available narrative so we can go immediately there to finish reading.

Tips, Helpful Hints

- Attaching generic brochures for your organization in almost any case are not helpful. If you decide to use them understand they must be single-sided and they count toward your maximum number of pages.
- Remember to reference your additional documentation in your narrative.
- You are **REQUIRED** to submit one (1) original **PLUS** six (6) copies of the application. Make sure your six (6) copies are all the same as the original and in color if you are including pictures. The six (6) copies are used for scoring if they are different individual scores will not all have the same information to review and score your project.

Tips, Helpful Hints

- Avoid the use of industry terms and acronyms unless defined in the narrative.
- Since our grants are awarded with a 12 month timeline, it's a good idea to show how you will complete the project in that timeframe.
- In order to complete the project in the 12 month timeline you should show that all other funding needed to complete the project are committed toward the project.
- Include all the extra added pages (remember that you are limited to six single-sided pages) at the end of the application (after Page 5). **DO NOT INCLUDE THESE PAGES IN THE MIDDLE OF THE APPLICATION.**

Submitting Your Application

Option 1

You can mail your application directly to the Foundation at the following address:

P.O. Box 771
Storm Lake, Iowa 50588

Keep in mind mailing timelines.

The Foundation is not responsible for late, misdirected, or undelivered mail.

Option 2

You can drop off your application in our secure dropbox at Storm Lake United.

119 W. 6th Street, Storm Lake



Application Scoring

Phase 1 Scoring

- Maximum of 40 points
- 40% of the total application score
- Completed immediately after close of grant round
- Strictly review of compliance with grant guidelines and rules
- Every application starts with 40 points then receives penalty deductions for failure to meet specific rules

Phase 2 Scoring

- Maximum of 60 points
- 60% of the total application score
- Each board member scores the application and scores between 0 and 60
- Board member scores are then averaged together
- We do not use a scoring matrix

Scoring Considerations

The following information is provided as background information and should not be used to determine whether you submit an application or not. When scoring the application the following items are considered:

- Number of beneficiaries. How many people will benefit from the project and what is the benefit per person benefited?
- Timeline. How soon will the project move forward? What delays could occur? Is this project something that could wait for a future grant cycle for funding until they are more ready and provide funding to a project that is more ready today?

Scoring Considerations

- Need. Is this project really needed in the County? What benefits does it provide?
- Need. What other funding sources has the applicant tried to get? What other sources are available? If they haven't tried other sources, why not?
- Need. Is there support for this project beyond the applicant organization?
- Timeline. If matching funds (or in-kind for medium grants) is needed are those funds secured (or committed) or is the applicant still looking for those funds?
- Need. Is this project a need because of routine and regular maintenance or lack of maintenance?

Scoring Considerations

- Impact. How will the project impact the residents and visitors to Buena Vista County?
- Impact. Will this have a lasting impact on the residents and visitors to Buena Vista County? How will this project impact the residents and visitors in the County five years from now?
- Recognition. If this project is awarded how will people know that the Foundation was critical to the success of the project? How will they know that the Foundation was critical in five years? 10 years?

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