



**BUENA VISTA COUNTY COMMUNITY FOUNDATION  
GRANT APPLICATION**

**2025 SPRING GRANT CYCLE**

**APPLICATIONS DUE:**

**WEDNESDAY, April 16, 2025, at 12:00 p.m. (Noon)**

**APPLICANT INFORMATION:** The information provided here will be the official contact information used by the Foundation for communication to the agency.

ORGANIZATION NAME: \_\_\_\_\_

ORGANIZATION MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

TAX ID NUMBER (EIN): \_\_\_\_\_

ORGANIZATION TYPE: \_\_\_\_\_ USING FISCAL SPONSOR: \_\_\_\_\_

**GRANT SUMMARY INFORMATION:** All sections must be completed.

PROJECT TITLE: \_\_\_\_\_

GRANT SIZE: \_\_\_\_\_ GRANT FOCUS AREA: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_

COMMITTED MATCH: \_\_\_\_\_

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

PHASE 1 SCORE	MAXIMUM POINTS	YES/NO	40 POINTS
1.	GENERAL SUBMISSION: Applicant submitted one original and six copies		
		YES (no deduction)	NO (minus 40 points)
			LESS: _____
2.	SIGNATURES: Highest Authorized Official & Original Signatures.		
	Highest Official	YES (no deduction)	NO (minus 30 points)
	Original Signatures	YES (no deduction)	NO (minus 20 points)
			LESS: _____
3.	PRIOR AWARDS: All prior awards completed, and final reports submitted.		
	Completed	YES (no deduction)	NO (minus 30 points)
			LESS: _____
4.	BUDGET: The budget for the grant balances (revenues equal expenses).		
	Balanced Budget	YES (no deduction)	NO (minus 25 points)
			LESS: _____
5.	EXTRA PAGES: The application contains no more than six additional pages.		
	Six of less pages	YES (no deduction)	NO (minus 15 points)
			LESS: _____
7.	501.C.3 DOCUMENTATION: 501.C.3 Documentation is attached (doesn't count toward extra pages)		
	501.C.3 Attached	YES (no deduction)	NO (minus 15 points)
			LESS: _____

**TOTAL PHASE 1 SCORE:** \_\_\_\_\_  
Maximum Phase 1 Score is 40.

**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: \_\_\_\_\_

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: \_\_\_\_\_

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**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 BE BALANCED.** "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**

**PROJECT EXPENSES**

SPONSOR CASH: \_\_\_\_\_

LAND PURCHASE: \_\_\_\_\_

FEDERAL GRANTS: \_\_\_\_\_

EQUIPMENT EXP: \_\_\_\_\_

STATE GRANTS: \_\_\_\_\_

CONSTRUCTION EXP: \_\_\_\_\_

BVCCF REQUEST: \_\_\_\_\_

CONTRACT SERVICES \_\_\_\_\_

PRIVATE GRANTS: \_\_\_\_\_

\_\_\_\_\_

DONATIONS SECURED: \_\_\_\_\_

\_\_\_\_\_

DONATIONS FUTURE: \_\_\_\_\_

\_\_\_\_\_

IN-KIND DONATIONS: \_\_\_\_\_

\_\_\_\_\_

GRANTS FUTURE: \_\_\_\_\_

TRAINING: \_\_\_\_\_

\_\_\_\_\_

SUPPLIES: \_\_\_\_\_

\_\_\_\_\_

STAFF COSTS: \_\_\_\_\_

**TOTAL REVENUES:** \_\_\_\_\_

**TOTAL EXPENSES:** \_\_\_\_\_

**ARE YOU PROVIDING A QUOTE OR ESTIMATE:** \_\_\_\_\_

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

**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 them 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).

**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?

**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.

**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.

**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?

**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?

**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?

**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)?

**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.

**LARGE PROJECT TIMELINE:** Large projects must include a timeline with milestones and completion dates. Please use the following format for this timeline.

MILESTONE 1:	_____	TIME:	_____
MILESTONE 2:	_____	TIME:	_____
MILESTONE 3:	_____	TIME:	_____
MILESTONE 4:	_____	TIME:	_____
MILESTONE 5:	_____	TIME:	_____
MILESTONE 6:	_____	TIME:	_____
MILESTONE 7:	_____	TIME:	_____
MILESTONE 8:	_____	TIME:	_____
MILESTONE 9:	_____	TIME:	_____
MILESTONE 10:	_____	TIME:	_____

**PROJECT ATTACHMENTS:** Please indicate what documents are attached to this application (note a maximum of six pages is allowed). All attachments should be single sided.

Cost Estimate, Quote, Proposal	Map(s)
Current Photographs	Renderings of Project
Additional Narrative	Letters of Support

**DO NOT ATTACH GENERAL BROCHURES OR ANYTHING NOT SIZED 8 ½ BY 11 TO YOUR APPLICATION.**

**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.

**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.**

**IMPORTANT**

- ★ Make sure you submit one original application (clearly marked) PLUS six full and complete copies of the application.
- ★ Do **NOT** staple the applications. Do **NOT** print the application front and back – only print single sided.
- ★ Make sure all your signatures are unique and signed in **RED** or **BLUE** ink.
- ★ Remember the Foundation will not fund operational projects or components of a project including marketing, advertising, salaries, consumables, brochures, special events, etc.
- ★ Visit our website [bvcountyfoundation.com](http://bvcountyfoundation.com) for more tips, tricks, and frequently asked questions.
- ★ Verify that any prior projects for your organization have been completed and the final report has been submitted and accepted by the Foundation.

All grants are due by the due date and time listed at the top of the Application. NO EXCEPTIONS. You may submit your application by mail to the Foundation at P.O. Box 771, Storm Lake, Iowa 50588 (please account for U.S. Postal Service shipping times) or you may deposit the application in an envelope in our drop box located at Storm Lake United (119 W. 6<sup>th</sup> Street, Storm Lake, Iowa).

For tips and answers to frequently asked questions please visit [www.bvcountyfoundation.com](http://www.bvcountyfoundation.com) or our Facebook page [www.facebook.com/bvccf](http://www.facebook.com/bvccf).

The Foundation is not responsible for lost, misdirected, or late submissions.