Adams Community Foundation Applications Guidance

Introduction

At the Adams Community Foundation, we are dedicated to securing and building financial resources for community betterment.

Our funding priorities include number of people impacted by project, permanency of project, projects that have matching dollars, and usefulness to Adams County.

Generally, we will not fund existing debt, operating expenses which include salaries or labor, or consumable items, freight or shipping.

Tips for submitting grant applications

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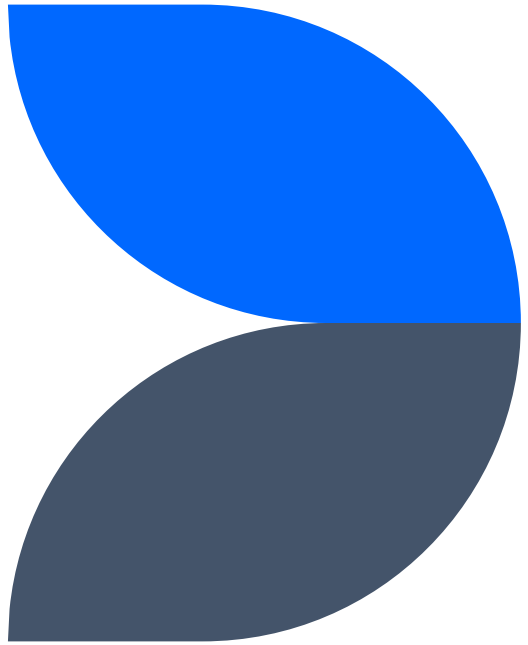
Application Eligibility

Must be a 501(c)(3) tax-exempt organization or 170(c)(1) government organizations. Must be providing services within Adams County. If not one of the above organizations must have a fiscal sponsor.
Applications including Fiscal Sponsor paperwork can be downloaded here:
https://www.adamscountyiowa.com/community/adams-community-foundation/

Application Deadline

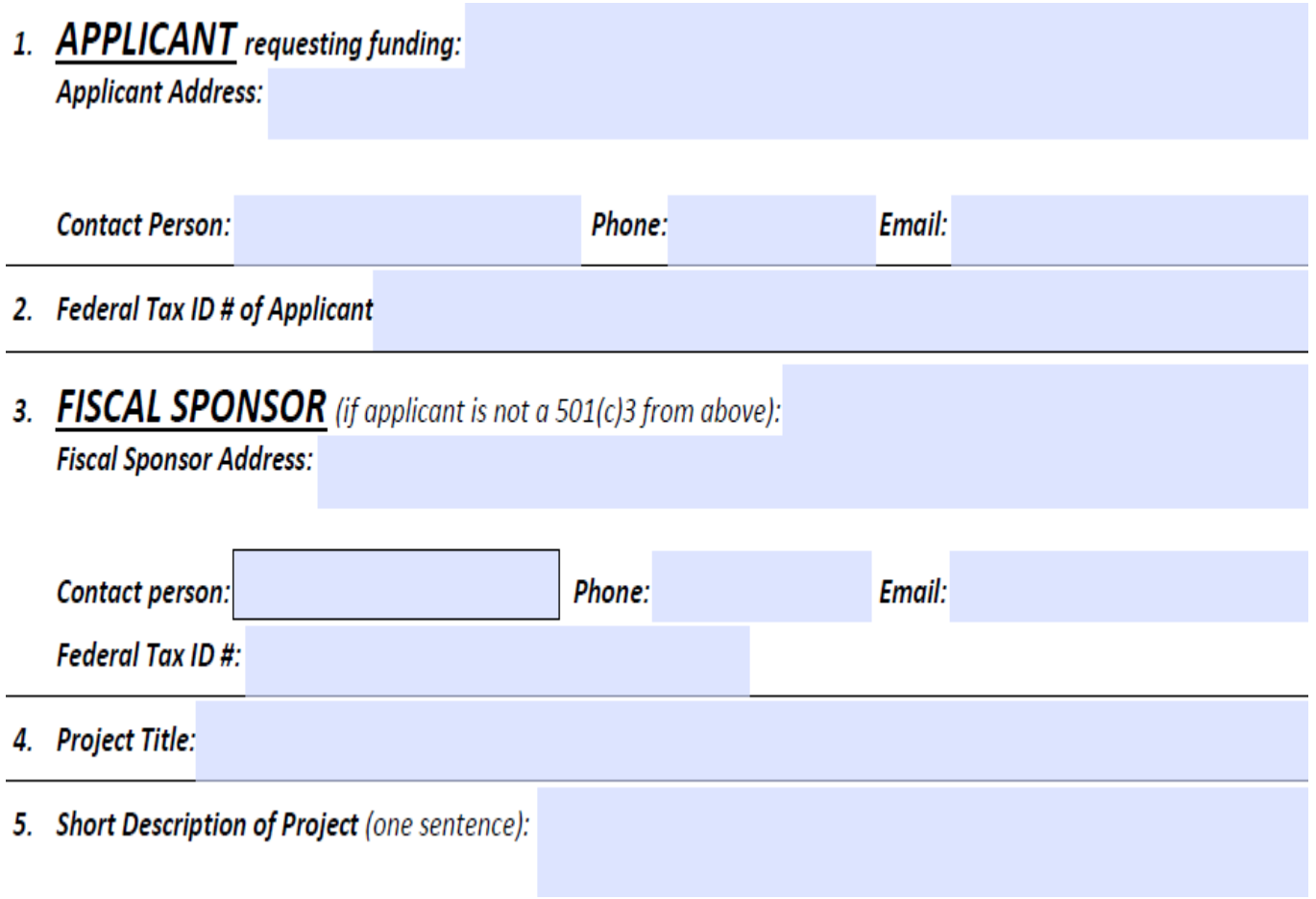
Noon on the First Friday in January and June. If the due date falls on a holiday, applications are due the next business day.

Final Reports for all previous grants must be on file **prior** to submitting a new application.



Adams Community Foundation Under $5000 Application Guidance

1. Fill in the name of the applicant. This is the organization or governmental entity that is requesting the grant. Follow this up with contact information: address, contact person, their phone number and email.
2. Fill in the Federal Tax ID # of your organization. This would be the number given you by the IRS. It is not a sales tax exemption number.
3. If your organization does not have a tax ID#, you will need to have a fiscal sponsor who can administer the grant for you. They will have to attach a fiscal sponsor form which is on the website.


1. **APPLICANT** *requesting funding:*

Applicant Address:

Contact Person: *Phone:* *Email:*

2. *Federal Tax ID # of Applicant*

3. **FISCAL SPONSOR** *(if applicant is not a 501(c)3 from above):*

Fiscal Sponsor Address:

Contact person: *Phone:* *Email:*

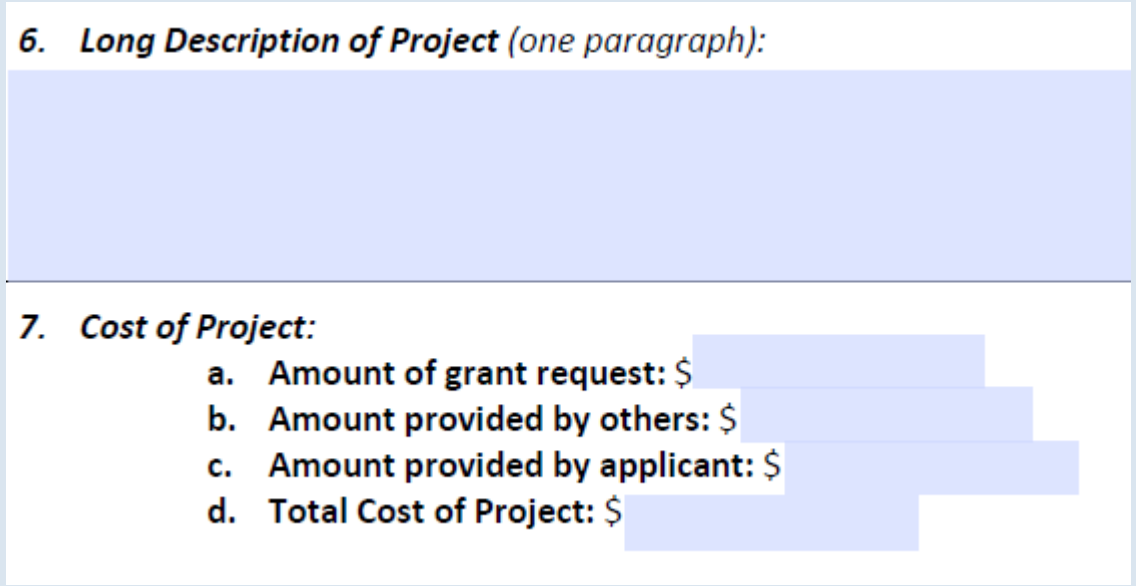
Federal Tax ID #:

4. *Project Title:*

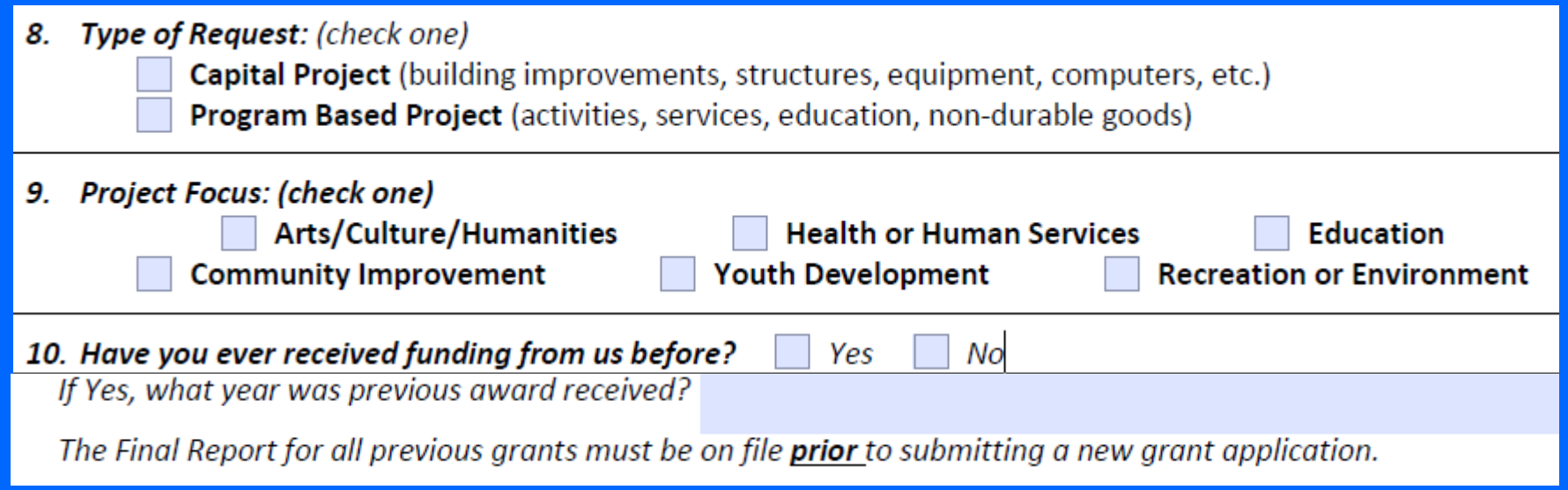
5. *Short Description of Project (one sentence):*

4. Project Title: What are you calling your project? Fill that in here.
5. Short Description of Project: This is one sentence that describes a little more fully your project/

6. Long description of Project: This is where you can expand describing the project, who or what it will benefit and the why this project is needed. Keep it to one paragraph. Be concise in your description.
7. Cost of Project:
    a. Amount of grant request: How much are you asking for?
    b. Amount Provided by others: Have you received or applied for other grants? What is that amount? List those here.
    c. Amount provided by applicant: How much of your current funds that you have on hand are you willing to provide to assist with your project? Are you doing fundraisers? What income do you expect to raise from those efforts? Is there in-kind support? A grant that has matching funds from the organization, while not necessary, tends to score higher.
    d. Total Cost of Project: Add a+b+c =d which should be the total cost of your project. A bid or estimate can also be attached to add additional information to your application.



8. Type of Request: Decide whether your project fits into the Capital or Program-based Project description and check.
9. Project Focus: Which one of the listed categories best fits your project? Again, check which focus area best describes your project.
10. Have you ever received funding from the Adams Community Foundation before? This is a simple yes or no answer. Remember that the Foundation has been in existence since 1996 so while you might not remember getting a grant at some point a grant may have been awarded. Check with the Foundation to make sure you have the correct information as you will have to list the year that a previous grant was awarded.



8. Type of Request: *(check one)*

- ☐ **Capital Project** (building improvements, structures, equipment, computers, etc.)
- ☐ **Program Based Project** (activities, services, education, non-durable goods)

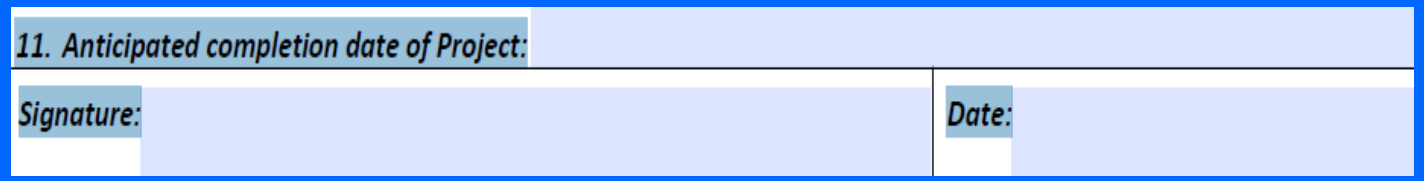
9. Project Focus: (check one)

- ☐ **Arts/Culture/Humanities**
- ☐ **Health or Human Services**
- ☐ **Education**
- ☐ **Community Improvement**
- ☐ **Youth Development**
- ☐ **Recreation or Environment**

10. Have you ever received funding from us before? ☐ *Yes* ☐ *No*

If Yes, what year was previous award received?

*The Final Report for all previous grants must be on file **prior** to submitting a new grant application.*



11. Anticipated completion date of Project:	
Signature:	***Date:***

11. Anticipated completion date of Project: This is an estimated guess but we typically like to see projects that can be completed within one year. If that is not the case, you may want to wait and apply later if there are items that still need to be completed, like fundraising for example.
12. Then sign and date.

Finishing and Submitting Your Application

After you have completed the application, proofread the application to make sure you have answered all the questions and that any errors are corrected. Incomplete applications are not considered so it is important that you include all the information requested. Send the original application that you have signed and dated along with 9 additional copies to the Adams Community Foundation, 710 Davis Ave, Corning, IA 50841. They can also be dropped off instead of being mailed. All applications must be received by Noon on the first Friday in January or June. Don't wait until the last minute!

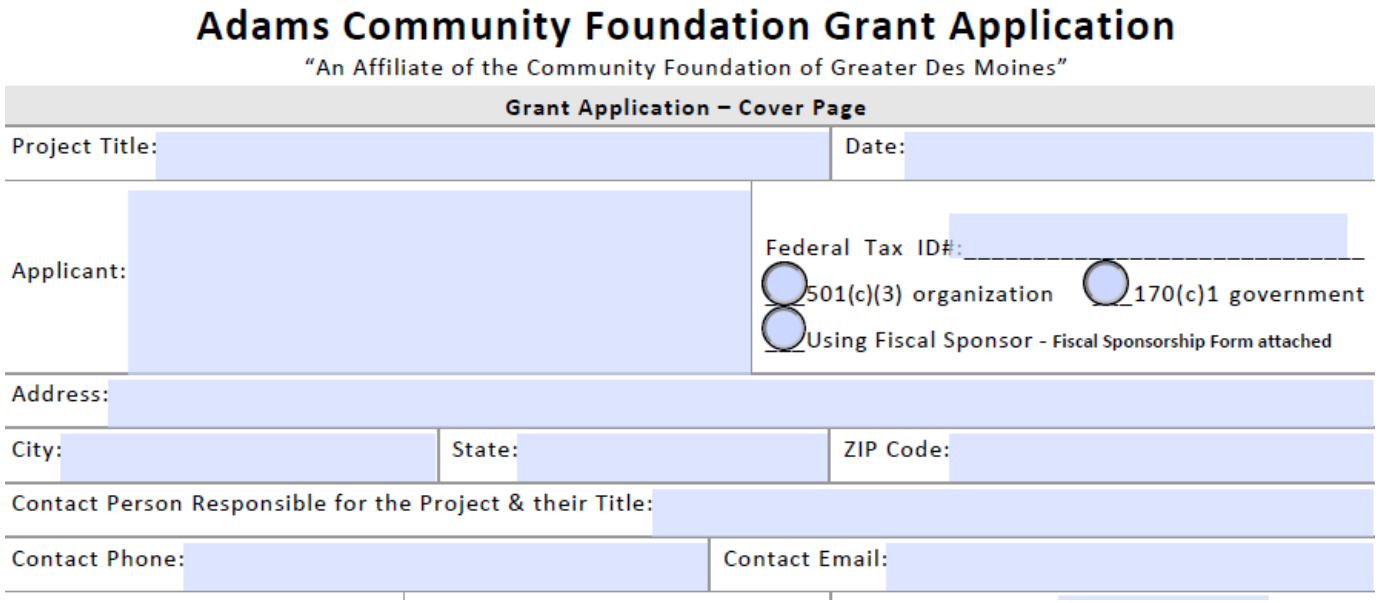
Adams Community Foundation Above $5000 Application Guidance

1. Project Title: What are you calling your project? Fill that in here.

2. Date: Date of application

3. Applicant: This is the organization or governmental entity that is requesting the grant.

4. Federal Tax ID: Fill in the Tax ID# of your organization. This would be the number given you by the IRS when you applied for your 501 (C)3 status. It is not a sales tax exemption number or a social security number, followed by what type of organization you are: 501 (C)3 or 170(C)1 governmental entity. Follow this up with contact information: address, contact person who is responsible for the project, their phone number and email.



Adams Community Foundation Grant Application

"An Affiliate of the Community Foundation of Greater Des Moines"

Grant Application – Cover Page

Project Title:	Date:
Applicant:	Federal Tax ID#: _____ __501(c)(3) organization __170(c)1 government __Using Fiscal Sponsor - Fiscal Sponsorship Form attached
Address:	
City: / State:	ZIP Code:
Contact Person Responsible for the Project & their Title:	
Contact Phone:	Contact Email:

If your organization does not have a tax ID# and you are not a governmental entity you will need to have a fiscal sponsor who can administer your grant for you and they will have to complete a fiscal sponsor form (also on the website) and submit with your application and Using a Fiscal Sponsor will need to be checked.

Follow this up with contact information: address, contact person who is responsible for the project, their phone number and email.

Project Budget: $	Amount Requesting: $	Project Start Date: Estimated Completion Date:

Type of Project: ◯ Capital (building of or physical improvement of something)
◯ Program (operational, activity, general support)

Project Focus Area: ◯ Arts/Culture/Humanities ◯ Education ◯ Environment/Animals ◯ Health
◯ Human Services ◯ Public/Society Benefit ◯ Other _____

5. Project Budget: This is the total amount of the cost of the project. More information will be added about the budget later in the application.

6. Amount Requesting: This is the amount that you are requesting from the Foundation to apply to the project budget.

7. Project Start Date and Estimated Completion: This is an estimated guess but we typically like to see projects that can be completed within one year. If that is not the case, you may want to wait and apply later if there are items that still need to be completed, like fundraising for example.

8. Type of Project: Decide whether your project fits into the Capital or Program-based description and check.

9. Project Focus Area: Which one of the listed categories best fits your project? Again, check which focus area best describes your project.

10. Brief Description of Organization: Explain in a couple of sentences more about your organization. Why it was organized, mission of organization, type of work that you do, who sits on the board that oversees the projects, etc.
11. Brief Description of Project: This is where you can expand describing the project, who or what it will benefit and the why this project is needed. Keep it to one paragraph. Be concise in your description.
12. Signature and Date: Sign and date the cover page of the application.

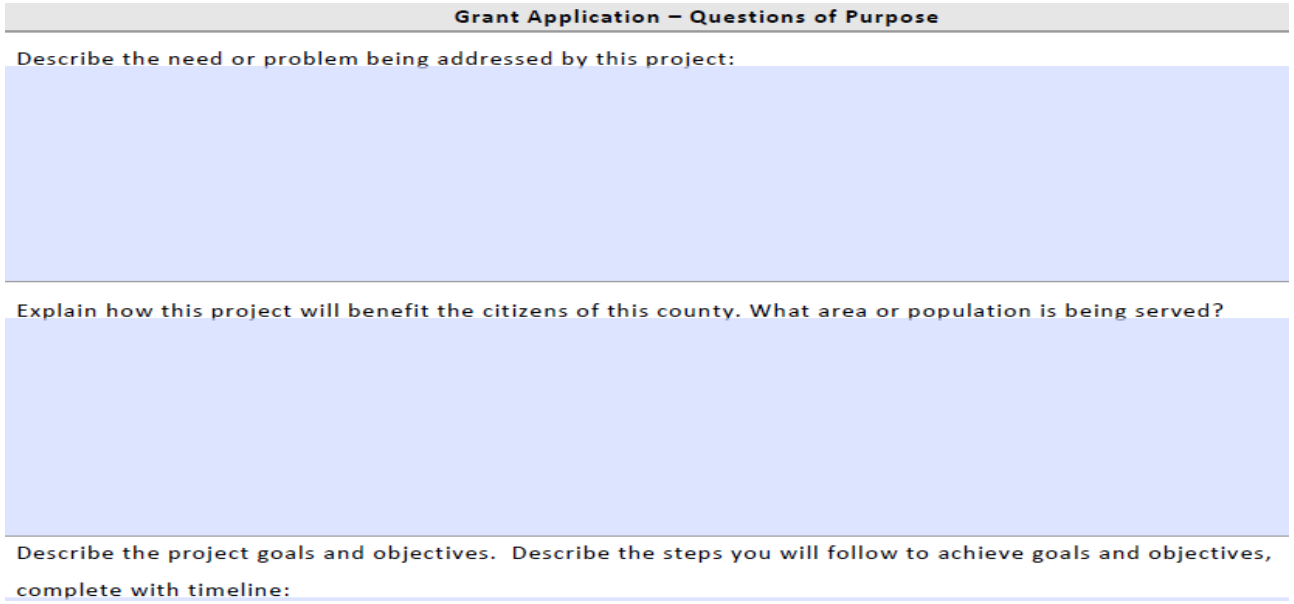
Brief Description of Organization:	
Brief Description of Project:	
Signature:	Date:

Page 2 – Questions of Purpose:

13. Describe the need or problem being addressed by this project: This question like the brief description of the project allows you to go into more detail about the "why" of the project. What need will this project serve? What problem in our community will it address? What issue will it solve?

14. Explain how this project will benefit the citizens of this county. What area or population is being served? This question answers the "Who" of the project. Who will this project serve and why is it important?

15. Describe the project goals and objectives. Describe the steps you will follow to achieve goals and objectives, complete with timeline. What is the timeline for the project and how does your organization expect to achieve the goals and objectives that you have set for the project.



Grant Application – Questions of Purpose

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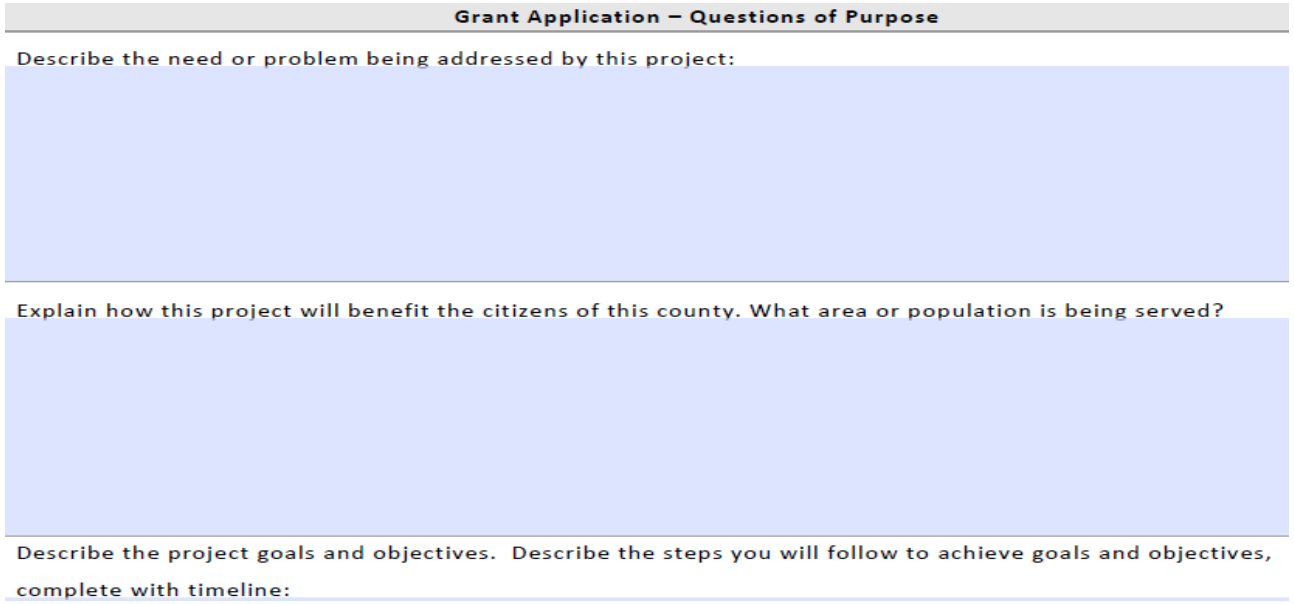

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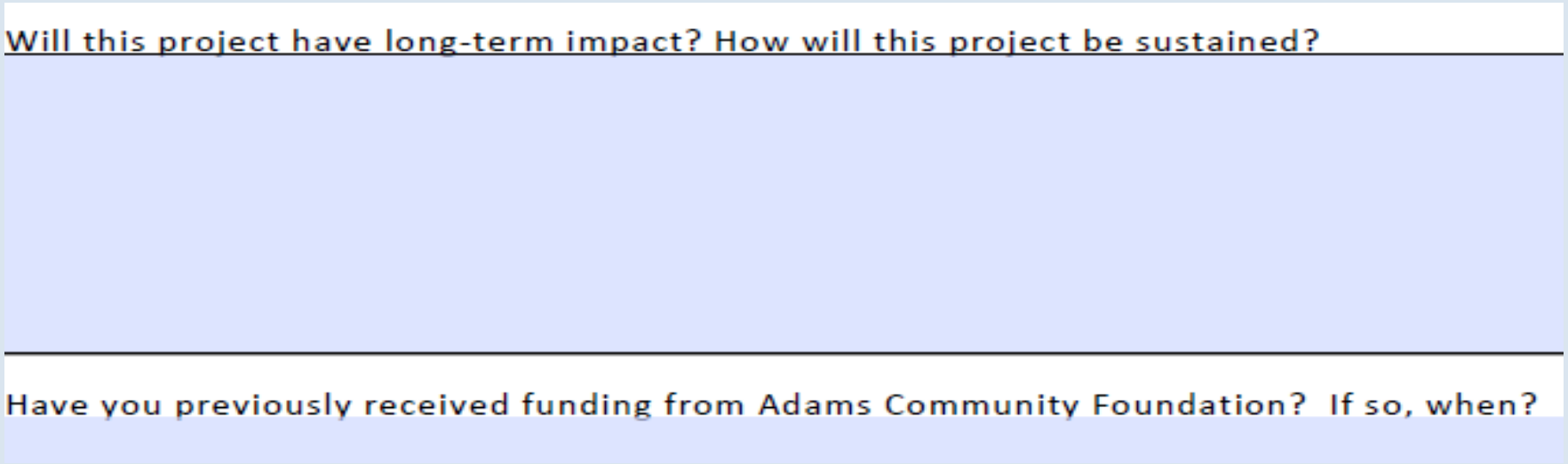

16. Will this project have long-term impact? How will this project be sustained? Larger projects obviously have greater impacts in the community. How will this project affect the community moving forward for years to come? If it needs to be sustained is there a plan for that moving forward to continue that impact or will there always be a need for grant funds for sustainability?

17. Have you previously received funding from Adams Community Foundation? If so, when? This is a simple yes or no answer. Remember that the Foundation has been in existence since 1996 so while you might not remember getting a grant at some point a grant may have been awarded. Check with the Foundation to make sure you have the correct information as you will have to list the year that a previous grant was awarded.

Page 3 – Project Budget

The project budget is where you will substantiate the income you are anticipating and the expenses that you expect to incur as a result of this project. You will need to provide documentation such as bids and/or estimates from your service providers for the expense side of the budget. Without some sort of documentation, we do not know how your numbers were derived, especially on the expense side.

Project Budget

Income

Source	Amount
Individual Gifts	$
Sponsor Cash	$
Federal Gov. Grants	$
State Gov. Grants	$
Private Foundations	$
Sponsor In-Kind	$
Private In-Kind	$
Adams Community Foundation	$
Other	$
Other	$
Other	$
Other	$
Other	$
Other	$
Other	$
Other	$
Other	$
Total:	0

Income: You may not have numbers to put in all the categories, but it should total the amount of your total project. You are the sponsor, so any income that your organization is putting into the project should be listed under Sponsor Cash and any In-kind work from your members should be listed under Sponsor In-kind. A grant that has matching funds from the organization, while not necessary, tends to score higher. If you have applied for other grants, they should be listed as well with the date they were awarded or the date they are being awarded. Use the Other lines for anything you receive for the project that does not have a designated line. Please label what the Other means for clarification for the board. Be realistic in your numbers for fundraising and other income sources that are guesstimates. If you think it will take more than a year to raise the money for the project, it might be wise to hold off applying until you have a clearer picture of how this project will be completed.

Page 3 cont. Project Budget

Expenses: In asking for a grant from the Foundation, you should know the total expense of your project. Those numbers go in the expense column. Again, provide documentation for the costs of the project, filling in the expense budget using the listed categories and using the Other categories for other items. Please label what the Other means for clarification for the board. Leave yourself time to gather those estimates before the grant deadline. Bids and estimates should be attached to complete your application. Income and Expenses should total the same amount of your project.

Expenses

Source	Amount
Professional Services	$
Construction Costs	$
Equipment Purchase	$
Construction Supplies	$
Training Costs	$
Other	$
Other	$
Other	$
Other	$
Other	$
Other	$
Other	$
Other	$
Other	$
	Total: 0

Finishing and Submitting Your Application

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All grants awarded over $5000 must recognize the Foundation's contribution with permanent signage. Please include photos (JPEG format or original photos via the post office are most useful) of your project in progress and/or the results of your project as well as a photo documenting your recognition of the award.

Summary

At the Adams Community Foundation, we appreciate the hard work and time that the volunteers of our many non-profits invest in bettering the lives of the citizens of the Adams County community. We also support the work that our governmental entities do to provide services to our community. Working together, we strive to make Adams County a great place to live, work and raise a family.

Thank you

Nancy Turner, President

Adams Community Foundation

710 Davis Avenue

Corning, Iowa 50841

www.adamscountyiowa.com/community/adams-community-foundation/

ahturner@mchsi.com

712-621-8650