Adams County, Iowa

ADAMS COMMUNITY FOUNDATION

710 DAVIS AVENUE
CORNING, IOWA 50841

WWW.ADAMSCOUNTYIOWA.COM

An Affiliate of the Community Foundation of Greater Des Moines

Grant Application Overview
Grants $5000 and Under

Mission Statement: The Adams Community Foundation is dedicated to securing and building financial resources for community betterment.

ACF Funding Priorities:

- Number of people impacted by project
- Permanency of project.
- Projects that have matching dollars
- Usefulness to the Adams County community

ACF Generally Will Not Fund:

- Existing debt
- Operating expenses, salaries or labor
- Consumable items, freight or shipping

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.

Adams Community Foundation Grant Application Contact Information:

Nancy Turner,712-621-8650, adamscounty@desmoinesfoundation.org

Eligibility to Apply for Funding:

- 501(c)(3) tax-exempt, nonprofit organizations.
- 170(c)(1) component units of government organizations *(Fire Dept., Ambulance, Libraries, Parks, etc.)*
- Organizations providing services within Adams County.
- If you are not a 501(c)(3) or a 170(c)(1), you must align yourself with a fiscal sponsor. The fiscal sponsorship paperwork can be downloaded from our website.
- **The Final Report for all previous grants must be on file prior to submitting a new grant application.**

Grant Guidance for Applications Under $5000

- 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.
- Fill in the Federal Tax ID # of your organization. This would be the number given to you by the IRS. It is not a sales tax exemption number.
- 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.
- Project Title: What are you calling your project? Fill that in here.
- Short Description of Project: This is one sentence that describes a little more fully your project.
- 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.
- Cost of Project:
    - Amount of grant request: How much are you asking for?
    - Amount Provided by others, list.
    - Have you received or applied for other grants? What is that amount? List those here.
    - 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.
    - Total Cost of Project: Add a+b+c=d which should be the total cost of your project. **A bid or estimate should be attached to provide supporting information for your application.**
- Type of Request: Decide whether your project fits into the Capital or Program -based Project description and check.
- Project Focus: Which one of the listed categories best fits your project? Again, check which focus area best describes your project.
- 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 1986 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 the most previous grant was awarded. Also, a completed grant report for your previous project will have to be submitted before your organization can apply for a new grant.
- 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.
- Sign and date.

Finishing and Submitting Your Application

After you have completed the application, proofread 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, unless the deadline is a holiday and then the deadline moves to the next business day. Don't wait until the last minute!

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GRANT APPLICATION FOR REQUESTS OF $5,000 OR LESS

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):*

6. ***Long Description of Project*** *(one paragraph):*

7. ***Cost of Project:***
   a. **Amount of grant request:** $
   b. **Amount provided by others:** $
   c. **Amount provided by applicant:** $
   d. **Total Cost of Project:** $

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*

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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:***

Send completed original application and 9 copies by Noon on either the First Friday in January or June:

Adams Community Foundation

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Corning, Iowa 50841

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