



## 2017 GRANT APPLICATION GUIDELINES

### What is the Winneshiek County Community Foundation?

The Winneshiek County Community Foundation (WCCF) is a public foundation established in December 1997, now affiliated with the Community Foundation of Northeast Iowa. It is a 501(c)(3) non-profit organization created by and for the people of Winneshiek County. The Foundation's mission is to strengthen Winneshiek County communities by encouraging charitable giving to create legacies for the future. We offer world-class donor services and wise investing. Our grants are designed to act as a catalyst for community transformation and growth, enriching the lives of all area citizens.

### Eligibility to Apply

The WCCF welcomes grant requests from non-profit organizations that serve Winneshiek county residents. Grants are made to local organizations that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code, other qualified tax exempt organizations, and governmental agencies and schools.

The Foundation will not consider more than one application each year from the same agency, with the exception of an umbrella organization such as a governmental entity. It also reserves the right to grant less than the total amount requested. There are no set of criteria that, if met, guarantees funding. All information will be kept confidential.

The WCCF will not award grants to individuals or for "for-profit" businesses. The WCCF will not provide funding for endowments, for re-granting, for advocacy, for political purposes, or for "welfare" purposes. We highly encourage you to advertise your project and you must acknowledge the Winneshiek County Community Foundation as a sponsor of the project.

### What We Support

Grants are made to programs that contribute, in a significant way, to the overall welfare of the people of Winneshiek County. Grant applications should fit the categories of:

ART AND CULTURE	HEALTH
COMMUNITY BETTERMENT	HISTORIC PRESERVATION
EDUCATION	HUMAN SERVICE
ENVIRONMENT	

The WCCF gives priority to projects that:

- Address important needs in the county
- Encourage additional funding through matching gifts from other donors and in-kind donations
- Provide realistic plans for continuation funds (if applicable) from other sources
- Yield substantial benefits to the county for the resources invested

### Grant Details

Please bear in mind that WCCF may decide to grant a portion of the requested amount. Many factors weigh into the scoring process – demonstration of need, leverage of other funds or community support, amount of cash or in-kind match, community impact, proposed evaluation of results, and strength of an organization.

**Application Deadline is 11:59pm (CST) January 10, 2017**



Applications will be scored on the following criteria:

- Project Description – 20 points
- Community Impact – 30 points
- Project Budget – 30 points
- Project Evaluation – 10 points
- Matching Funds, Collaboration & Sustainability – 10 points

All applications require complete budget details. Budgets should indicate what other funding sources, if any, have been secured or are pending approval. You **MUST** use the budget template in the application. A sample is provided on page 3. We encourage you to secure local vendors for your supplies and services, if applicable and feasible.

### [How to Submit](#)

The Grant Application is only available online at [www.winneshiekcfc.org](http://www.winneshiekcfc.org) – click on “Apply for a Grant” in the gray box on the right side of the page. All application materials must be submitted through the online application system.

***Incomplete or hard copy applications will not be considered.***

### [Grant Timeline](#) – **Applications due by 11:59pm (CST) January 10, 2017**

Charitable grants from the Winneshiek County Community Foundation will be approved in March 2017.

All applicants will be notified of the results of the grant process by March 31, 2017.

Awarded applicants are required to sign a Terms of Grant, which clarifies the legal parameters for use of the grant. Grant awards will be mailed to recipients following receipt of the Terms of Grant.

If awarded, a final Grant Report must be submitted by **October 31, 2017**. If the project takes longer to complete, then an extension on the Grant Report can be requested in writing. ***Failure to complete required reports for past grant cycles will make applicants ineligible for the current grant cycle.***

### [Need Computer or Technology Assistance?](#)

If you don't have a computer, are in need of help scanning and uploading documents, or any other assistance in terms of technology, the Winneshiek County Library Association's public libraries are offering assistance. Contact them for hours of operation.

Decorah - 563-382-3717

Calmar - 563-562-3010

Fort Atkinson - 563-534-2222

Ossian - 563-532-9461

Spillville - 563-562-3723

### [Have Questions?](#)

All questions can be directed to WCCF's Development Associate, James Anderson:  
563-380-7451 | [winneshiekcfc@gmail.com](mailto:winneshiekcfc@gmail.com) | 507 W. Water St., Decorah

Questions may also be directed to CFNEIA's Program Manager, Dotti Thompson:  
319-243-1358 | [dthompson@cfnea.org](mailto:dthompson@cfnea.org) | 3117 Greenhill Circle, Cedar Falls, Iowa 50613



## 2017 Project Budget Worksheet

### Expenses

*Cost breakdown	\$ WCCF Funds Requested	Other Committed Funds	In-Kind Funds (Broken- down)	Total
Labor	\$500.00	\$1,000.00	\$1,000.00	\$2,500.00
Materials	\$1,000.00	\$2,000.00		\$3,000.00
Travel	\$250.00			\$250.00
Marketing	\$175.00	\$75.00	\$25.00	\$275.00
				\$0.00
				\$0.00
Total	\$1,925.00	\$3,075.00	\$1,025.00	\$6,025.00
%	32%	51%	17%	100%

### Matching Income

Income Type	Sources	Project Detail	Status	Total
Grant	WCCF		pending	\$1,925.00
Applicant Funds	General Operations	Labor	received	\$500.00
	General Operations	Materials	received	\$1,000.00
In-Kind Funds	Volunteer Services	Labor	secured	\$1,000.00
	Donation - Awesome Newspaper	Marketing	received	\$25.00
	Donation - ABC Lumber	Materials	secured	\$500.00
	General Donations	Labor	pending	\$500.00
Other Grants	Menards Community Grant	Materials	secured	\$500.00
	Winneshiek Economic Dev	Marketing	secured	\$75.00
				\$0.00
				\$0.00
Total				\$6,025.00

\*Use this document for your project budget. You may change or add to the Cost Breakdown column as it applies to your particular project. The figures that are included are just a sample to show you how the document will calculate your data. Be sure you double check your totals on the right and at the bottom before you are finished. For the matching income section of the budget, list where the matching income will come from, the source of the income, what it will be used for in the project and whether it is secured, received or pending. Once you complete and save the information, upload this file with your application in the Project Budget section.

**Please Note:** For in-kind services, general laborers performing unskilled labor are to be billed at minimum wage. Skilled volunteers can be billed out at their normal rates as long as they perform within their area of expertise. For example: a carpenter who normally charges \$15/hour can have in-kind services equal \$15/hour if doing carpentry work. If the carpenter is washing windows or cleaning floors, the hourly compensation for the service would be minimum wage.



**NOTE: The total for the matching income section must equal the expense section.**

**Application Checklist:**

- Guidelines Reviewed
- Eligibility Verified or Fiscal Sponsor Secured
- Budget Complete using Required Template
- Government Entity Proof Uploaded, if applicable
- Project Bids Uploaded
- All Other Required Uploads Completed
- Required Signatures Completed
- Application Submitted by 11:59pm on 1/10/2017