



2018 GRANT APPLICATION GUIDELINES

About the Benton County Community Foundation

The Benton County Community Foundation, an affiliate of the Community Foundation of Northeast Iowa, is a 501(c)(3) non-profit organization created by and for the people of Benton County. The Foundation's mission is to strengthen Benton County 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 area citizens.

What We Support

The Benton County Community Foundation provides grants to improve life in Benton County, Iowa. We want to help develop communities that people want to live in, as well as to benefit rural areas of the county. Areas of Foundation giving are:

ART AND CULTURE
COMMUNITY BETTERMENT
EDUCATION
ENVIRONMENT

HEALTH
HISTORIC PRESERVATION
HUMAN SERVICE

The BCCF gives priority to projects that:

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

Grant Selection Process

Committee members of the Benton County Community Foundation review and evaluate submitted applications before making final funding recommendations.

Applying for a Grant

Applicants interested in seeking grants from the Benton County Community Foundation should fully review these grant guidelines prior to submitting an application to ensure all eligibility requirements are met.

Applications must be submitted through the foundation's online grant management system. Visit www.bentonccf.org to access the online grant system, and to find additional resources for grant seekers.

Applications must be submitted by 11:59 pm on March 15, 2018

It is suggested that applicants, in particular first-time applicants, contact Program Manager Dotti Thompson to explore the appropriateness of requests and for any further guidance. (See page 2 for contact information)

Eligibility to Apply for Funding

- Applying organizations must be tax-exempt, non-profit entities classified by the IRS as 501(c) (3) organizations or government entities. If you have questions about eligibility or this classification, please contact our administrative office at 319-243-1358. If an organization is NOT classified by the IRS as a 501(c)(3) charitable organization, or equivalent, they must partner with an eligible Legal Applicant/Fiscal Sponsor, who must submit the application. Fiscal Sponsors are legally and financially responsible for funds that are approved and granted from BCCF.
- **Applicants must use the Budget Template that is embedded in the application (see page 3 for example).**
- **Applications that do not include the required Budget Template will be disqualified.**
- One application per organization (exceptions may be made for government entities or Fiscal Sponsor organizations).
- **Amounts requested that are less than \$500 or more than \$10,000 will be disqualified.**
- **Requests for building projects and/or veterans' needs from veterans' organization are eligible; requests for veterans' memorials are not eligible.**
- **Requests for funding of city welcome signs are not eligible for funding.**
- If the organization has received past funding from the Benton County Community Foundation, all grant reporting must be up to date and in good standing.

Review Criteria

Please bear in mind that BCCF may decide to grant a portion of the requested amount. Many factors weigh into the scoring process:

- Extent to which the proposal maximizes community resources through cooperation and collaboration with other organizations in the community and elimination of redundant programs, services and projects
- leverage of other funds or community support – amount of cash and/or in-kind match
- proposed evaluation of results
- demonstration of need and strength of the organization
- There are no set of criteria that, if met, will guarantee funding.

Late, incomplete, or hard copy applications will not be considered. Incomplete applications are those that are in DRAFT mode at the time of the application deadline.

Grant Decisions and Award Dates

- **The grant application deadline is 11:59pm on March 15, 2018.**
- All applicants will be notified of the results of the grant process in mid-June 2018.
- Grant awards will be presented during a ceremony on **July 25, 2018.**

Grant Conditions

Awarded applicants are required to:

- Sign a Terms of Grant agreement which clarifies legal parameters for use of the grant.
- Submit a Grant Report by **January 31, 2019** on the outcome of the funded project.

Questions

Applicants should contact our administrative office at 319-243-1358 or dthompson@cfneia.org with specific questions on eligibility.

Benton County Community Foundation Governing Committee

Linda Barkdoll	John Mossman
Philip Borleske	Jim Parmenter
Bryce Brecht	Mary Pech
Alison Henkle	Tim Peters
Ann Jorgensen	Anna Upah
Rod Kubichek	Nicholas Volk

Sample Project Budget

Project Expenses:

ITEM	COST	QUANTITY	TOTAL
Labor	\$20.00	4	\$80.00
Paint	\$6.50	7	\$45.50
Supplies - brushes, tape, etc.	\$32.00	1	\$32.00
Brochures	\$10.00	200	\$2,000.00
Marketing - Article	\$225.00	1	\$225.00
			\$0.00
			\$0.00
Total Expense			\$2,382.50

Project Income:

SOURCE		STATUS	AMOUNT
BCCF	\$1,300.00	pending	\$1,300.00
			\$0.00
			\$0.00
			\$0.00
Matching Funds			
In-Kind - Labor	\$80.00	secured	\$80.00
Other Grants - ABC Fund	\$500.00	received	\$500.00
Agency - Reserve Fund	\$502.50	received	\$502.50
Total Income			\$2,382.50

*You must 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, please 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, please 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 before you upload your budget.**