



## 2017 GRANT GUIDELINES

### What is 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

### 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 319-287-9106. 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.
- 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.
- **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.**

## 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.

CONSIDER APPLYING! We look for new ways to have a positive impact on Benton County through innovative and high-impact grants.

## Applying for a Grant

Applicants interested in seeking grants from the Benton County Community Foundation are required to submit a completed grant application via the Foundation's online grant application system available on the Community Foundation's website: [www.bentonccf.org](http://www.bentonccf.org).

All application materials MUST be submitted through the online application system. A step-by-step guide and a video tutorial are available on the website to help applicants in the process.

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

**Awarded applicants are required to:**

1. Sign a Terms of Grant Agreement which clarifies legal parameters for use of the grant.
2. Submit a short online report by **December 31, 2017** on the outcome of the funded project.

**Applications must be submitted by midnight (CST) on March 15, 2017**

## When are grants awarded?

Charitable grants from the Benton County Community Foundation will be approved in June 2017.

All applicants will be notified of the results of the grant process in June.

Grant awards will be presented at a ceremony in July 2017.

Applicants should contact our administrative office at 319.287.9106, x 18 or [dthompson@cfneia.org](mailto:dthompson@cfneia.org) with specific questions on eligibility.

## Benton County Community Foundation Governing Committee

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

## 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
<b>Total Expense</b>			<b>\$2,382.50</b>

### Project Income:

SOURCE		STATUS	AMOUNT
BCCF	\$1,300.00	pending	\$1,300.00
			\$0.00
			\$0.00
			\$0.00
<b>Matching Funds</b>			
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
<b>Total Income</b>			<b>\$2,382.50</b>

\*You must use this document for your project budget. You may change or add to the Project Expenses section 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. For the Matching Funds section of the budget, please list the source of the matching income and whether it is secured, received or pending.

Be sure you double check your totals on the right and at the bottom before you are finished. Once you complete and save the information, upload this file with your application in the Project Budget section.