

WAKEFIELD COMMUNITY FOUNDATION

AN AFFILIATE OF THE SIOUXLAND COMMUNITY FOUNDATION

GRANT GUIDELINES & APPLICATION PROCESS

APPLICATION DEADLINE: NOVEMBER 1

FINAL DETERMINATIONS: 1ST WEEK OF JANUARY

One of the primary functions of a community foundation is to use, in the most beneficial manner possible, the funds entrusted to it; therefore, grants will be made to support present and emerging needs in the areas of arts and culture, community betterment, education, environment, health, and human services.

ELIGIBILITY CRITERIA:

Grants **up to \$500** will be made only to nonprofit charitable organizations or units of local government that serve the Wakefield area and are qualified as exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. Documentation of this status is required from all applicants. If the applicant is not a 501(c)(3), a Fiscal Sponsorship Agreement form must be completed and signed by the sponsoring 501(c)(3) nonprofit organization.

EVALUATION CRITERIA:

Priority consideration will be given to projects and programs that:

- have potential for long-term impact
- address an emerging need, or provide a creative solution to an existing community need or opportunity
- result in the greatest good for the greatest number of people
- directly involve volunteers in hands-on services supporting the project
- have secured additional funding from other sources

The Foundation will not consider grants for religious purposes, political activities, annual fund drives, endowment, budget deficit, general operating, or to individuals.

THE APPLICATION PROCESS:

Organizations seeking a grant must submit the following **received by the November 1 application deadline**. *(If the deadline falls on a weekend or holiday, the deadline is the first working day after November 1):*

- **One** (1) original Grant Proposal Narrative with Cover Sheet and supporting documents.
- **Eight** (8) copies of the Grant Proposal Narrative with Cover Sheet

Narrative Proposal, not to exceed 3 typed pages, should include the following:

- 1) Brief description of your organization's background and mission
- 2) Description of the proposed project and the community need that will be met by the project
- 3) Who the target population is that will benefit from the project; how many will be served
- 4) Description of the volunteer component of the project; how many and what are their roles
- 5) Project timeline (note: grantees will have one year to complete project)
- 6) Project budget; including all sources (committed & pending) and uses of funds

Supporting Documents (attach to original Proposal Narrative)

- 1) Current copy of IRS Determination Ruling Letter indicating 501(c)(3) nonprofit status. If your organization is not a 501(c)(3), attach a Fiscal Sponsorship Agreement form
- 2) Names & titles of organization leadership, including directors, board officers and staff
- 3) Any attachments related to intent of the project (newspaper clippings, letters of support, brochures, etc.)
- 4) Organization's current operating budget, including a list of principle sources of income
- 5) Most current monthly financial statement

Send grant applications to:

Wakefield Community Foundation
c/o WCF Administrative Office

505 Fifth Street, Suite 412, Sioux City, IA 51101

(712) 293-3303

www/siouxlandcommunityfoundation.org/wakefield.aspx