

SIouxLAND COMMUNITY FOUNDATION

505 FIFTH STREET, SUITE 412, SIOUX CITY, IA 51101 ♦ 712-293-3303

WWW.SIOUXLANDCOMMUNITYFOUNDATION.ORG

FUND FOR SIOUXLAND GRANT GUIDELINES

APPLICATION DEADLINE: JANUARY 15

FINAL DETERMINATIONS: 3RD WEEK OF MARCH

The Fund For Siouxland was created by the collective support of many individuals, families, corporations and other foundations. Contributors to this Fund have made an investment in the future of Siouxland by helping to build our unrestricted charitable endowment. This Fund provides the Foundation with the greatest flexibility to respond to present and emerging needs within Siouxland.

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 are made to support present and emerging needs in the following focus areas:

- 1) Arts & Culture: Provide or increase access to cultural and educational resources for theatre, music, arts, dance, museums.
- 2) Civic Affairs: Community betterment, citizen participation, parks & recreation.
- 3) Education: Early childhood development and parental involvement, improve educational outcomes especially for those at risk, promote higher educational opportunities.
- 4) Health: Assist communities in the promotion and maintenance of physical and mental health.
- 5) Human Services: Address and serve the needs of the elderly, youth, families, handicapped, economically disadvantaged, minorities or other special groups.

DISCLOSURE:

Each year the Foundation receives many more requests than it can support, compelling the Board to make funding decisions based on the number of proposals received, worthiness of the project, relative need, and potential impact - resulting in the greatest good for the greatest number of people. **Grants will not exceed \$5,000.**

ELIGIBILITY CRITERIA:

Grants will be made only to nonprofit charitable organizations or units of local government that serve the greater Siouxland tri-state area (approximate 50-mile radius of Sioux City) 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. Furthermore, grants will only be made to those that adhere to the principle that no discrimination will be practiced as to race, religion, sex or national origin.

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
- demonstrate sound financial plans for future funding of the project or program
- are developed in collaboration with other agencies rather than duplicate services

Lower priority consideration is given to one-time events and to prior year grant recipients.

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

THE APPLICATION PROCESS:

Organizations seeking a grant must submit the following **received by the January 15 application deadline.** *(If the deadline falls on a weekend or holiday, the deadline is the first working day after January 15):*

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

The Foundation does not accept proposals via facsimile or e-mail.

Once received, the Grant Review Committee will conduct a thorough review of the application and may call representatives of the requesting organization to answer questions and gain more information. Grant Review Committee members determine the worthiness of each grant request and present their recommendation to the full Board of Directors who make the final determinations.

Grant recipients are required to sign a Grant Recipient Agreement and provide the Foundation with a final report detailing achievements resulting from the grant and how grant funds were expended.

Applications not received by the deadline will not be given consideration.

Applications may be obtained by calling the Foundation at (712) 293-3303 or may be downloaded from the Foundation's website at www/siouxlandcommunityfoundation.org/grants.aspx

Questions or needs for assistance may be directed to the Foundation by calling (712) 293-3303 or by sending an e-mail to office@siouxlandcommunityfoundation.org

The Siouxland Community Foundation works to enrich the quality of life in the greater Siouxland tri-state area by seeking and managing charitable gifts to build permanent endowments; providing a flexible vehicle to receive and distribute gifts of all sizes; making grants in response to community needs; and providing services that will help shape the well-being of Siouxland.

SIouxLAND COMMUNITY FOUNDATION

FUND FOR SIouxLAND GRANT APPLICATION

PROPOSAL CONTENT:

◆ GRANT APPLICATION COVER SHEET

◆ NARRATIVE PROPOSAL (not to exceed six typed pages; incorporate the following outline & headings)

A. ORGANIZATION BACKGROUND

- ~ Mission and history of your organization.
- ~ Communities or constituencies served.
- ~ Current programs and key achievements.

B. DEFINITION OF PROBLEM/STATEMENT OF NEED

- ~ Define and document the problem or need addressed by this program or project.

C. PROJECT & PURPOSE

- ~ Describe the project and what it will accomplish.
- ~ Describe the target population, how many will be served or affected, and for how long.

D. PROGRAM OBJECTIVES

- ~ List the project's goals and specific measurable objectives.
- ~ Describe the methods to be used to attain objectives and explain why they are appropriate for this project.

E. IMPLEMENTATION

- ~ State how the desired outcomes will be accomplished. By whom, where, when?
Include timetable.

F. VOLUNTEER COMPONENT

- ~ State the number of volunteers that will be involved in the project and describe their responsibilities.

G. COORDINATION

- ~ Who else is addressing the need? Has coordination been considered?
- ~ If services duplicated, will a new population be served? How is this project's approach different from already established efforts?

H. EVALUATION

- ~ Describe how the results will be evaluated and measured.
- ~ What tools and methods will be used to determine the degree of success?

I. BUDGET

- ~ Provide a detailed line item budget for this project, using the following format:
Expenses: Item • Quantity • Explanation • Cost
Revenue: Source • Amount (Indicate which sources are pending or committed)
Specifically identify which line items relate to the total grant amount requested from the Siouxland Community Foundation.

J. FUNDING

- ~ State the amount and source of pledges/commitments to date.
- ~ State other funding sources and amounts sought for the project.
- ~ Is any part of this project funded by United Way? If so, provide a detailed explanation.
- ~ Does the project require continued funding? If so, how will future funding be acquired?

◆ **SUPPORTING DOCUMENTS** (One complete set of attachments must accompany the original narrative proposal.)

Grant Application Cover Sheet (Must accompany each copy of the narrative proposal.)

Current copy of IRS Determination Ruling Letter indicating that the applicant is tax-exempt under Section 501(c)(3) of the Internal Revenue Code.

Note: If the applicant is a subsidiary (i.e. committee) or unit of local government, attach a verification letter signed by a City official confirming the status of the applicant as a recognized unit of local government.

If your organization is not a 501(c)(3), attach a Fiscal Sponsorship Agreement form that has been completed and signed by the sponsoring 501(c)(3) nonprofit organization.

Names and titles of organization leadership, including trustees, directors, board officers and key staff personnel.

Any attachments that will help clarify your organization's credibility or intent of the project (newspaper clippings, letters of support, brochures, annual reports, etc.)

Note: You may elect to provide this type of information with each copy of your proposal.

Organization's current operating budget, including a list of principle sources of income.

Most current monthly financial statement.

Most recent year-end financial statement. (If available, one copy of audited statement.)

Applications must be received by the January 15 deadline.

If the deadline falls on a weekend or holiday, the deadline is the first working day after January 15.

PROPOSAL FORMAT:

Please **do not use** report covers, folders, notebooks, tabbed dividers, or binding materials. Each copy of the submitted proposal should be **stapled** in the upper left corner of the page.

APPLICANTS MUST SUBMIT:

One (1) original narrative proposal with cover sheet and supporting documents.

One (1) copy of the narrative proposal with cover sheet, to:

**Siouxland Community Foundation
Frances Building
505 Fifth Street, Suite 412
Sioux City, Iowa 51101**