

# HAWARDEN COMMUNITY FOUNDATION

An Affiliate of the Siouxland Community Foundation

## GRANT PROGRAM

Application Deadline: April 15

Final Determinations: Mid-June

### Background

Charles Horton had a vision to ensure that charitable programs in the community were supported now and in the future. In 1994, he planted the first seeds of giving through a gift from his estate to establish an endowment within the Siouxland Community Foundation for the exclusive benefit of the Hawarden community. The Hawarden Community Foundation now serves as a vehicle to receive gifts from individuals, families, businesses, and organizations to establish endowment funds that will provide grant awards for years to come. All gifts received are carefully invested and the income from endowments is used to make grants to public charities that best meet the needs in Hawarden. A seven-member advisory board appointed by position is responsible for governing the Foundation.

### Mission

The mission of the Hawarden Community Foundation is to enhance the quality of life, promote unity, and develop community pride now and in the future by partnering with the Hawarden community to identify and prioritize community needs, attract and distribute funds, support volunteerism, and challenge personal involvement and commitment.

### Purpose

The purpose of the Hawarden Community Foundation's grant program is to respond to present and emerging needs within Hawarden by making grants in the following areas:

- Arts & Culture: Provide or increase access to theatre, music, arts, dance, museums, historical events.
- Civic: Community betterment/beautification, city government, emergency services, citizen participation, parks and recreation.
- Education: Early childhood development/daycare, primary, secondary, and continuing education; libraries.
- Environment: Pollution control, natural resource conservation, botanic/horticultural activities.
- Health: Promotion and maintenance of physical, dental and mental health; rehabilitative services, crisis intervention.
- Human Services: Housing/shelter, public safety, services for the elderly, youth, families, handicapped, economically disadvantaged, minorities or other special groups.

### Grant Application Guidelines

**Eligibility** - Grants will be made for charitable purposes to nonprofit organizations and governmental agencies that:

- Serve the 51023 zip code area.
- Are tax exempt under section 501(c)(3) of the Internal Revenue Code.

**Evaluation Criteria** - Priority consideration will be given to projects that:

- Enhance the quality of life in Hawarden.
- Address present and emerging needs.
- Result in the greatest good for the greatest number of people.
- Are developed in collaboration with other organizations.
- Encourage volunteerism.
- Leverage other funds and/or community resources.

Lower priority consideration will be given to requests for:

- Endowment
- General operating expenses
- Travel expenses

Generally, requests for the following will **not** be given consideration:

- Annual fund drives
- Budget deficit
- Individuals
- Political activities
- Religious programs

- continued -

### **Application Process**

- Applications may be requested by calling Debbie Hubbard, Executive Director of the Siouxland Community Foundation, at (712-293-3303).
- Applicants must submit two (2) complete applications to include cover sheet, narrative proposal, and attachments; **plus** six (6) copies of the narrative proposal, each with a cover sheet.
- Applications must be sent to the Siouxland Community Foundation at 505 Fifth Street, Suite 412, Sioux City, Iowa 51101 and **must be received by the April 15 deadline**. *If the deadline falls on a weekend or holiday, the deadline is the first working day after April 15.*
- Each application will be given thorough consideration by the Hawarden Advisory Board with recommendations for funding presented to the Siouxland Community Foundation Board of Directors for final determination in mid-June.
- All applicants will receive a notification letter within one week of the Siouxland Community Foundation's mid-June Board meeting.
- Grant recipients will be required to sign a Grant Recipient Agreement as well as provide the Siouxland Community Foundation with a final report detailing expenditure of the grant funds.

### **What is the Siouxland Community Foundation?**

The Siouxland Community Foundation, incorporated in 1988, serves as a vehicle to carry out the charitable objectives of donors. It administers a pool of charitable funds contributed or bequeathed by individuals, families, corporations, other agencies and foundations for the long-term benefit of the Siouxland area. The Foundation serves nonprofit organizations and the community-at-large within a 50-mile radius of Sioux City, Iowa, to help meet needs in the areas of arts and culture, civic affairs, education, health, and human services.

As administrators of the Hawarden Community Foundation, the Siouxland Community Foundation actively works with the Hawarden Advisory Board to carry out the vision originated by Charles and Edna Horton.

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## 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.
- ~ 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; who and how many will be served or affected.

##### D. PROGRAM OBJECTIVES

- ~ List the project's goals and specific measurable objectives.
- ~ Describe the methods to be used to attain objectives.

##### 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 Hawarden Community Foundation.

##### J. FUNDING

- ~ State the amount and source of pledges/commitments to date.
- ~ State other funding sources and amounts sought for the project.
- ~ Does the project require continued funding? If so, how will future funding be acquired?

◆ **ATTACHMENTS** (Two (2) complete sets of attachments are required.)

- 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.*
- Any attachments that will help clarify your organization's credibility or intent of the project (letters of support, newspaper articles, brochures, annual reports, etc.).
- Names and titles of organization leadership, including trustees, directors, board officers and key staff personnel.
- Organization's current operating budget, including a list of principle sources of income.
- Most recent year-end financial statement. (If available, one copy of audited statement.)

**Applications must be received by the April 15 deadline.**  
*If the deadline falls on a weekend or holiday, the deadline is the first working day after April 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:**

- Two** (2) complete applications to include cover sheet, narrative proposal, and attachments.
- Six** (6) copies of the narrative proposal, each with a cover sheet. (*Copies of letters of support, newspaper articles, brochures or annual reports may be included with each copy of the narrative.*)

**Applications should be submitted to:**

**HCF Administrative Office  
c/o 505 Fifth Street, Suite 412  
Sioux City, Iowa 51101  
(712) 293-3303**

**Questions regarding the application may be directed to  
Debbie Hubbard, Siouxland Community Foundation Executive Director,  
at (712) 293-3303.**