

COMMUNITY FOUNDATION OF LYON COUNTY

An Affiliate of the Siouxland Community Foundation

GRANT PROGRAM

Background

The Community Foundation of Lyon County Community (CFLC) a charitable foundation created by and for the people of Lyon County to receive gifts from individuals, families, corporations, private foundations, and governmental agencies. These gifts are carefully invested and the income from the unrestricted endowment is used to make grants to public charities that best meet the needs in the county. The CFLC Advisory Board is charged with carefully reviewing grant proposals and recommending grants to be awarded.

Mission

The mission of the CFLC is to enhance the overall quality of life in the county by providing opportunities for donors to leave a legacy, by building a permanent collection of endowment funds, and by making grants in response to priority community needs.

Purpose

The purpose of the CFLC's grant program is to respond to present and emerging needs within Lyon County 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, protecting wildlife, 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 units of local government that:

- Serve Lyon County in Iowa.
- Are tax exempt under section 501(c)(3) of the Internal Revenue Code.

Evaluation Criteria - Priority consideration will generally be given to projects and programs that:

- Have county-wide benefits.
- Have potential for long-term impact.
- Provide evidence of careful planning to address county/community needs and access county/community resources.
- Show the greatest promise of leveraging additional support. A request that seeks a portion of the total support needed for the project or program will generally receive greater priority than one which looks to the CFLC as the only funding source.
- Document capacity to mobilize resources including financial support, in-kind support, and a volunteer component (if applicable).
- Have been developed in collaboration with other nonprofit entities or volunteer groups.
- Do not duplicate existing services.

Lower priority consideration will generally be given to:

- Organizations awarded a grant in the previous year
- Capital Campaigns
- One-time events
- Travel

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

- General operating expenses
- Political activities
- Budget deficits
- Religious purposes
- Annual fund drives
- Endowment
- Individuals
- Multi-year grants

Generally, grants will range in size from \$500 to \$10,000.

Grant Schedule

Application Due: **February 1**
Notification of Applicants: First week of April

Application Process

- Prior to completing this application, please review grant guidelines to determine if proposal meets eligibility and evaluation criteria.
- Questions should be directed to Carl Petersen at (712) 472-3770 or Debbie Hubbard, CFLC administrative office contact, at (712) 293-3303.

Additional applications may be obtained by contacting the above or by visiting the CFLC's web page at www.siouxlandcommunityfoundation.org/lyon.aspx

- Applicants must submit -
 - **Nine** (9) complete applications (with cover sheet, narrative proposal, and attachments) to:
Community Foundation of Lyon County
c/o Lyon County Attorney's Office
206 South 2nd Avenue
Rock Rapids, IA 51246
 - **One** (1) complete application (with cover sheet, narrative proposal, and attachments) to:
CFLC Administrative Office
c/o 505 Fifth Street, Suite 412
Sioux City, IA 51101
- **In order to be considered, applications must be received by the February 1 deadline.** *If the deadline falls on a weekend or holiday, the deadline is the first working day after February 1.*
- Each application will be given thorough consideration by the CFLC Advisory Board.
- All applicants will receive a notification letter by the first week of April.
- Grant recipients will be required to sign a Grant Recipient Agreement as well as provide a final report detailing accomplishments and expenditure of the grant funds.

What is the CFLC Administrative Office?

The CFLC is an affiliate of the Siouxland Community Foundation which provides administrative and technical assistance to further the charitable efforts of all its affiliates, including the Community Foundation of Lyon County. The Siouxland Community Foundation has been an active foundation since 1991 and is dedicated to promoting the spirit of philanthropy, enhancing quality of life, building and preserving endowments for community betterment, and creating collaborative efforts that demonstrate mutual respect, trust, and common concern for the welfare of the communities and counties we serve.

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GRANT APPLICATION

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PROPOSAL CONTENT:

◆ GRANT APPLICATION COVER SHEET

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

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 Community Foundation of Lyon County.

J. FUNDING

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

K. RECOGNITION

- ~ Describe how your organization will recognize the Community Foundation of Lyon County if grant awarded (i.e. plaque, press release, press conference, signage, etc.).

◆ **ATTACHMENTS** (**Ten (10)** complete sets of attachments are required.)

- Grant Application Cover Sheet (Attach as cover for each copy of the complete application.)
- 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 (letters of support, newspaper articles, brochures, annual reports, etc.).
- 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 should be included with application sent to the CFLC Administrative Office – see below for address.)

Applications must be received by the February 1 deadline.

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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.

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