

MONONA COUNTY COMMUNITY PARTNERS FOUNDATION

An Affiliate of the Siouxland Community Foundation

GRANT PROGRAM

Background

The Monona County Community Partners Foundation (MCCPF) is a charitable foundation created by and for the people of Monona 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 MCCPF Advisory Board is charged with carefully reviewing grant proposals and recommending grants to be awarded.

Mission

The mission of the Monona County Community Partners Foundation is to enhance the quality of life for present and future generations in the communities we serve by linking philanthropic leadership and charitable resources with needs and opportunities in the county.

Purpose

The purpose of the MCCPF's grant program is to respond to present and emerging needs within Monona 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, units of local government, and public education institutions that:

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

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

- Have potential for long-term impact.
- Have been planned in light of overall community and/or county needs.
- Have been developed in collaboration with other nonprofit entities or volunteer groups.
- Do not duplicate existing services.
- Will help those not being adequately served by existing community or county 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 MCCPF as the only funding source.

Lower priority consideration will be given to:

- One-time events

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

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

Generally, grants will range in size from \$250 to \$10,000.

Grant Schedule

Application Due: **February 15**
Notification of Applicants: **First week of April**

Application Process

- Questions should be directed to Charles Hitchman at (712) 433-2291 or Debbie Hubbard at the MCCPF administrative office (712) 293-3303. Additional applications may be obtained by contacting the above or by visiting the MCCPF's web page at www.siouxlandcommunityfoundation.org/monona.aspx

- Applicants must submit -
 - **Ten** (10) complete applications (with cover sheet, narrative proposal, and attachments) to:
Monona County Community Partners Foundation
P. O. Box 2
Onawa, IA 51040

 - **One** (1) complete application (with cover sheet, narrative proposal, and attachments) to:
MCCPF 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 15 deadline.** *If the deadline falls on a weekend or holiday, the deadline is the first working day after February 15.*

- Each application will be given thorough consideration by the MCCPF 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 MCCPF Administrative Office?

The MCCPF 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 Monona County Community Partners Foundation. 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

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. 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?

G. EVALUATION

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

H. 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 Monona County Community Partners Foundation.

- ~ A minimum of two (2) detailed bids are required for equipment or building work. If lowest bid has been rejected by the applicant for the project, an explanation must be provided.

I. 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?

J. RECOGNITION

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

◆ **ATTACHMENTS** (Eleven 11 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.).
- Attach two (2) detailed bids if requesting a grant for equipment or building work.
- 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 MCCPF Administrative Office – see below for address.)

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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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