

# O'BRIEN COUNTY COMMUNITY FOUNDATION

An Affiliate of the Siouxland Community Foundation

## GRANT PROGRAM

### Background

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

### Mission

The mission of the OBCCF is to enhance the quality of life in the communities of O'Brien County by encouraging permanent charitable giving to meet the needs of present and future generations.

### Purpose

The purpose of the OBCCF's grant program is to respond to present and emerging needs within O'Brien 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 O'Brien County in Iowa.
- Are tax exempt under section 501(c)(3) of the Internal Revenue Code.

**Evaluation Criteria** – Generally, priority consideration will be given to projects and programs that:

- Have potential for long-term impact.
- Address a significant need affecting a broad segment of the county's population or special populations considered at risk.
- Provide evidence of careful planning to address county/community needs and access county/community resources.
- Demonstrate organizational expertise in delivering quality service.
- Document capacity to mobilize resources including financial support, in-kind support, and volunteers.
- Have been developed in collaboration with other nonprofit entities or volunteer groups.
- Do not duplicate existing services.

One (1) detailed bid is required for equipment or building work. Preference will be given to applicants that utilize O'Brien County vendors.

Lower priority consideration will generally 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
- Religious purposes
- Multi-year grants

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

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### **Grant Schedule**

Application Due:

**April 15**

Notification of Applicants:

**First week of June**

### **Application Process**

- Questions should be directed to Ann Carpenter, OBCCF Advisory Board Chair, at (712) 324-1522 or Debbie Hubbard, OBCCF administrative office contact, at (712) 293-3303. Additional applications may be obtained by contacting the above or by visiting the OBCCF's web page at:  
[www.siouxlandcommunityfoundation.org/o'Brien.aspx](http://www.siouxlandcommunityfoundation.org/o'Brien.aspx)
  
- Applicants must -
  - **Drop off (do not mail):** **Nine (9)** complete applications (with cover sheet, narrative proposal, and attachments)  
**Drop box located in lobby on main floor**  
of the O'Brien County Courthouse  
Primghar, IA 51245
  
  - **Mail:** **One (1)** complete application (with cover sheet, narrative proposal, and attachments) to:  
OBCCF Administrative Office  
c/o 505 Fifth Street, Suite 412  
Sioux City, IA 51101
  
- **In order to be considered, 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.*
- Each application will be given thorough consideration by the OBCCF Advisory Board.
- All applicants will receive a notification letter by the first week of June.
- 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 OBCCF Administrative Office?**

The OBCCF 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 O'Brien County Community 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. 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 O'Brien County Community Foundation (OBCCF).
- ~ One (1) detailed bid is required for equipment or building work. Preference will be given to applicants that utilize O'Brien County vendors.

##### 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?

◆ **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.).
- Attach one (1) detailed bid 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 OBCCF Administrative Office – see below for address.)

**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 –**

- Drop off (do not mail):** **Nine (9)** complete applications (with cover sheet, narrative proposal, and attachments)  
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