



Story County Community Foundation facilitates and promotes private giving through the establishment of endowments, acts as a resource for nonprofit endowment building, and awards grants for the betterment of Story County.

Community Grant Application

Applications must be submitted electronically by 5:00p on September 30, 2023

- Grant requests of up to \$6,000 will be considered.
- Applications are accepted June 1 - September 30

Please begin by reading Grant Application Guidelines and Overview on page 6.

Organization: _____

Number of Employees: _____

Number of Volunteers: _____

Organization Mission: _____

Contact person for this application: _____

Position in organization: _____

Applying agency address: _____

City, State, Zip: _____

Phone number: _____

Email: _____

Type of applying organization: ☐ 501(c)(3) non-profit organization

☐ local government: type _____

Federal tax identification number of organization: _____

Fiscal sponsor information is **only needed if different than the applying organization.**

Name of fiscal sponsor (if different than applying organization): _____

Federal tax identification number of fiscal sponsor: _____

Please refer to the end of the application for the fiscal sponsor agreement and signature.

PROJECT OVERVIEW

Project name: _____

Amount requested from SCCF: \$ _____

Total cost of project: \$ _____

Estimated number of Story County residents who will be impacted by this project: _____

Matching funds (if any): \$ _____

Brief description of the project including how grant dollars from the Story County Community Foundation will fit into the project (in two hundred words or less): _____

Type of request (check one):

- ☐ Capital-based: The building of or physical improvement of something.
☐ Program-based: Operational, activity, general programmatic support

Project focus area (check one):

- ☐ Arts and culture ☐ Education ☐ Environment/Animals ☐ Health & Wellness
☐ Human Services ☐ Community Betterment ☐ Other

PROJECT NARRATIVE

(Projects should be completed by August 31, 2023)

1. Describe the need or problem being addressed by this project and the population to be served: _____
2. Describe the project goals, objectives and projected results. How will you measure success? Describe the steps you will follow to achieve goals and objectives, complete with timeline: _____
3. Will this project have long-term impact? How will this project be sustained? _____
4. Will you be collaborating with other community partners on this project? If yes, include partner letters of commitment to this project. _____

PROJECT BUDGET

Attach any project quotes or other pertinent budget information. Do not include your organization's budget for other projects. Matching funds, if applicable to your project, are funds that will be contributed only if an equal amount of money is obtained from another source, such as SCCF.

Major Budget Items	Cost	In-Kind Funding (name)	Matching Fund	SCCF Funding Request
Example: wheelchair	\$900		\$300	\$600
TOTAL			TOTAL	

Other Funding Sources

Secured: Example: \$300 match from XYZ Foundation
Applied for:
Other relevant information about potential funding sources:

APPLICATION SUBMISSION

Please include:

- Only if it's changed or you are a new applicant; a copy of current IRS Exemption Letter for the 501(c)(3) status of the Internal Revenue code (or that of the fiscal sponsor) or documentation of status as a charitable project of a governmental agency.
- this grant application form
- list of the organization's Board of Directors with contact information and email addresses
- letters of commitment from partners or funders collaborating on this project.
- letters of support are not required, but often can make a powerful statement regarding need

Please submit the above documents electronically (submit one PDF format file) to storycounty@storycountyfoundation.org. You will receive a message of confirmation. If you are having problems with your submission please let us know.

The project representative certifies that he/she is authorized to represent the organization applying for a grant and that the information contained in the application is accurate. He/she agrees that if a grant is awarded to the organization:

- the grant will be used for the purpose outlined in the grant award letter and may not be expended for any other purpose without prior written approval from the Story County Community Foundation
- the Story County Community Foundation has received nothing of material value in exchange for the grant
- information about the organization and the grant may be used by the SCCF in any published materials

Authorized Project Representative

Date

Printed name: _____

FISCAL SPONORSHIP AGREEMENT
(To be filled out by the fiscal sponsor, if applicable)

Fiscal sponsor (Legal applicant):

Name of fiscal sponsor contact:

Fiscal agency address:

City, State, Zip:

Phone number:

Email:

Sponsored organization conducting project:

Project name:

(Legal Applicant/Fiscal Sponsor, hereafter referred to as The Sponsor) has agreed to serve as a fiscal/program sponsor for the _____ (Organization conducting project, hereafter referred to as the Sponsored Org.) as outlined in the attached application and supporting materials. The Board of Directors of The Sponsor has passed a resolution adopting the Sponsored Org.'s project as a program or project consistent with the Sponsor's purpose and mission. The Sponsored Org.'s financial

activities will be accounted for as a program of The Sponsor for IRS auditing and financial reporting purposes.

Since the Sponsored Org. is not recognized by the IRS as a charitable tax-exempt entity, The Sponsor must exercise full control over the Sponsored Org.'s financial administration, management and disbursement of funds resulting from this grant application. The Sponsor has delegated _____ (name of person/s) as responsible for fulfilling of these accounting and reporting functions subject to the ultimate authority of the Board of Directors of The Sponsor. The Sponsor is responsible for ensuring completion of timely reports and submission of necessary financial statements to the Community Foundation's Administrative Office (contact info below). Failure to ensure timely reporting on behalf of the Sponsored Org./Sponsor will also result in a loss of good standing.

This agreement will be in effect from the date of a grant award to support the above-named project until the grant funds are expended, and the final report has been submitted and accepted.

We agree to the terms stated above in this agreement:

Legal Applicant/Fiscal Sponsor Representative Signature
Printed Name:

Date

Sponsored Organization Representative Signature
Printed Name:

Date

*Attach to this agreement the Fiscal Sponsor's 501(c)(3) Tax-Exempt Determination Letter or comparable proof of charitable exemption.

Grant Application Guidelines and Overview

Through its grantmaking, the Story County Community Foundation (SCCF) is committed to allocating resources to significantly improve or affect the lives of people living in Story County communities. Applicants should speak to the Community Betterment Objectives outlined below.

Community Betterment Objectives:

Grant proposals that address one or more of the following objectives are accepted:

- Address community needs in the areas of art/culture/humanities, education, health, human services, environment, or community/public/society benefit.
- Strengthen the nonprofit sector by supporting nonprofit organizations, promoting philanthropy, and encouraging civic involvement.
- Encourage residents of Story County communities to be inclusive, welcoming, and understanding of diverse cultures.
- Support strong, stable families and provide solid beginnings for children and youth.
- Serve as a catalyst in collaborative efforts for the betterment of communities in Story County.
- Serve as seed money for a new program or project.
- Address other identified community needs with identified solutions.

Eligibility

Grants are made only to nonprofit organizations recognized by the Internal Revenue Service as tax-exempt, nonprofit, public charities under section 501(c)(3) or as a "unit of government" under Section 170(c)(1) --agencies that conduct activities to benefit the public at large. These include public schools, state universities, public libraries and volunteer fire departments. If your agency does not have the IRS status, it may be possible for another agency to serve as a fiscal sponsor.

Nonprofit organizations that have a current extension on a previously funded grant or that haven't submitted a final report for a previously funded grant are not eligible to submit an application for any of our grants.

The Foundation generally **will not** consider funding requests for:

- Annual or capital fund-raising campaigns (not to be confused with capital building projects, which are accepted). A capital fundraising campaign is a time-limited effort by a nonprofit organization to raise significant dollars for a specific project. This includes funds for telephone solicitation, fundraising events, or professional fundraiser fees.
- Endowments - a fund made up of gifts and bequests that are subject to a requirement that the principal be maintained intact and invested to create a source of income for an organization.
- Staff salaries, office rental, utilities, and office supplies
- Individuals - only non-profit organizations with 501(c)(3) status, governmental agencies with charitable projects or the 501(c)(3) fiscal sponsors for an agency are eligible.

- Grants or scholarships to individuals, including subsidies to agencies to cover individual activities or participation fees.
- Programs covering a budget deficit or easing budget deficiencies.
- Programs requiring participation in a religious activity or promotion of religious ideology.
- Projects not serving residents of Story County; Projects may be multi-county but the SCCF funded portion must benefit Story County residents.
- Festivals and one-time extraordinary events or annual events.
- Political causes and activities, candidates, or legislative lobbying efforts.
- Private foundations.
- After you have finished your application, have an outside, objective reader review it to make sure it is clear to anyone who is not intimately familiar with your organization. Use everyday language, avoiding discipline-specific jargon or acronyms that may not be familiar to grant reviewers.

Final reports:

Final grant reports be submitted to the Story County Community Foundation when the project is completed or by August 31st. Final reports should detail how this project helped the community or population served. If possible, detail more than numbers of participants, but also the outcomes for the community or population. Typically, outcomes represent an achievement or a change in behavior, skills, knowledge, attitude, and status or life condition of participants. Include impact stories, pictures, and testimonials. SCCF may use this information in its promotional materials and/or on our website.

Capital based projects vs. Capital campaign projects:

Capital expenditure is defined as a long-term expense rather than an annual expense. It may be real estate, bricks and mortar (including new construction, facilities, remodeling, painting, improvements, equipment and acquiring an existing structure) and permanent fixtures added either to a structure or to real estate. Capital projects are encouraged. Mark the appropriate box on the application. This is not the same as a capital fundraising campaign, a time-limited effort to raise significant dollars for a specific project, which generally would not be considered for funding.

Fiscal Sponsor:

An organization that receives the money on behalf of the grant applicant and is responsible for disbursing the money for the project and maintaining appropriate documentation. This entity must be a 501(c)(3) or a 170(c)(1) unit of government in order to serve in this capacity. In searching for a fiscal sponsor, seek out an organization that benefits in some way from being associated with your project or has interest in your project or organization. A fiscal sponsorship agreement must accompany the grant application if a fiscal sponsor is being used.