

Hardin County Community Endowment Foundation Grant Application - 2010

****Required materials may be mailed and postmarked no later than Monday, February 3rd to the Hardin County Community Endowment Foundation, Box 2, Eldora, IA 50627. Applications may also be delivered to the Auditor's Office at the courthouse in Eldora or the Hardin County Extension Service Office in Iowa Falls by 4:00 p.m. on Monday, February 3, 2010.

ORGANIZATIONAL INFORMATION:

Formal name of organization (as listed with IRS) _____ Date _____

Project Title _____ Federal tax identification number (EIN) _____

Project Chair/ grant contact person _____ Phone number _____

Project chairperson's complete mailing address _____ E-mail _____

Type of funding sought (circle/underline one): **Capital Support Special Project

**If seeking funding for Capital Support, does your organization own the property for which capital support is being requested? Yes _____ No _____ If no, who is the owner?

Name _____ Phone number _____

Project focus area (circle/underline one): *Arts & Culture* *Community Betterment* *Education*
Health & Human Services *Recreation & Environment* *Youth Development*
Economic Development/Entrepreneurship/Leadership Development

Total cost of project: \$ _____ ** (attach required budget)

Amount requested for project? \$ _____ ** (Request may not exceed 50% of total project cost, with a maximum of \$10,000)

Is your organization an IRS 501(c)(3) not-for-profit? ___ Yes ___ No
If no, is your organization a 170(b) unit of government? ___ Yes ___ No

If you are **NOT** a 501(c)(3) or 170(b), you must have a fiscal agent. Please fill out information below:

Fiscal Agent's Name _____ Address _____

Phone Number _____ Fiscal agent's EIN number _____

The undersigned certifies that he/she is authorized to represent the organization applying for a grant and that the information contained in this application is accurate. The undersigned 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 Hardin County Community Endowment Foundation (HCCEF)
- HCCEF has received nothing of material value in exchange for the grant
- information about the organization and the grant may be used by HCCEF in any published materials

Board Approval from Applicant Organization:

We approve submission of this grant request and certify that the purpose of this request is charitable and that monies received from the HCCEF will be used solely for the project as stated in this application.

Board Chairman

Date

Page 2 - Letter of Application

Please address the following discussion points in this application, limiting this section to a total of two pages (12-point font, 1-inch margins). Type the questions as stated below for each number before you begin to provide your answers.

- 1) Outline your organization's charitable purpose, its program activities, and the population it serves.
- 2) Describe your organization's history (year it was organized) and major accomplishments, concentrating on the last two years.
- 3) Identify the community needs/problems being addressed by your proposed project.
- 4) Describe your project. What is the date of completion? Is this a one-time project? If not, describe the long-term plan for sustainability of the project.
- 5) Discuss how this project will improve the quality of life in your community. Identify which geographic community (ies) in Hardin County will benefit from this project.
- 6) Indicate the desired outcomes and measurable impact of the project. (How will you evaluate whether your project has been a success?) Include how news of your project and the partnership you are forming with HCCEF will be publicized and/or recognized.
- 7) Describe the community's support for your project. Please use the attached budget form to outline **any/all** financial partners and the amounts they are contributing to this project. This amount must equal or exceed the amount requested from HCCEF. **EXAMPLE:** If you are requesting \$4,000 from HCCEF, you must list at least \$4,000 in matching financial support.

******On the attached budget form** your list of funding sources should include amounts already secured, as well as grant funding sources for which you have applied. You may include "in-kind" contributions for your project, such as donated materials and in-kind general labor. List names of individuals, if known, hours to be contributed, and estimated hourly rates. (In-kind general labor rate is \$10/hour; however, professionals may use their customary rate charge).
- 8) Please list the past grants you have received from HCCEF, title of project, year awarded, and dollar amount.

(SEE BACK SIDE)

Attachments: In order to be considered for funding, your application **MUST provide the following items:**

- Submit 15 copies of your completed application, stapled, no binders, with required attachments
- Copy of latest Federal IRS tax-exempt status letter if you are a 501(c)(3) or 170(b) **OR**, if you are **NOT** a 501(c)(3) or 170(b), please include a signed "Letter of Intent" from the organization that will be acting as your fiscal agent.

***(EXAMPLES of a 501(c)(3) IRS tax-exempt status letter, a 170(b) unit of government IRS tax-exempt status letter, and a fiscal agent letter are available to peruse at the Extension Office website at www.extension.iastate.edu/hardin or at HCCEF's website at www.donateiowa.org/hardin , so you know what kind of documentation you are required to provide.)

- Project budget -- on the attached Budget Form provide a breakdown of total costs and expenses for the project. (See question #7 for details of what is needed in your budget.)
- List of your organization's Board of Directors with their addresses, e-mail addresses, and phone numbers
- You may include a maximum of 2 pages of optional supporting materials - photos, newspaper article on project, proposed design of project, etc.

Your HCCEF grant application form, including the required attachments, can be no longer than 8 pages.