

Hancock County Foundation Grant Application
Project must be completed prior to November 1, 2024
~ 2023-2024 Grant Cycle~

To: Interested Applicant

We are pleased to announce the availability of the Hancock County Foundation Grant Application. This form was developed to make the grant seeking process simpler and more efficient for applicants.

The Hancock County Foundation was formed in 2005 to coordinate and provide philanthropic support for community betterment projects in Hancock County. Each year the foundation makes grant awards to worthwhile projects located in the county that are identified through a community grants application process.

The Foundation's areas of emphasis include:

Quality of Life

Education/Lifelong Learning

Community/Economic Development

The Hancock County Foundation makes grants to I.R.S. 501(c)(3) 'tax exempt' organizations, 170(b) 'units of government' and religious organizations for non-religious purposes to assist in fulfilling the Foundation's mission to foster private giving, strengthen service providers and improve the conditions of Hancock County and the communities located in the county. The Foundation promotes endowment building, community grant-making, organizational collaboration, and public leadership for the benefit of the Hancock County area.

The Hancock County Foundation is an affiliate of the Community Foundation of Greater Des Moines (CFGDM). Through this affiliation the Foundation provides an "umbrella" or "family" of related funds to benefit specific communities, projects, scholarships or areas of interest. These funds are components of the CFGDM sharing in its investment expertise, tax-exempt status and enhance the philanthropic base for Hancock County.

Grant amounts are dependent upon the allocation of funds available to the Hancock County Foundation each year. Please refer to the attached pages for information needed in applying for one of our grants.

Grant requests may not exceed **\$7,500**. Grant applicants are encouraged to read all of the terms outlined prior to applying. If you received funding from a prior year, you **MUST** turn in your final report or (if applicable) a project extension form (included in this application) to be **ELIGIBLE** for this year's funding.

Application deadline: 4:30 p.m. November 1, 2023

Please submit an **original** and **six copies** of your completed application by mail or in person to:

Hancock County Foundation
Attn: Jill Kramer
Hancock County Extension Office
327 West 8th Street
Garner, IA 50438

Any questions?

Please call/email: Jill Kramer
Phone: 641-923-9921
E-mail: hancock.county.foundation@gmail.com

NEW THIS YEAR: Do NOT put applications in binders, notebooks, or other presentation packages. Applications must just be simply stapled. The application must be completely filled out including the budget page. If handwritten, application must be legible. Failure to provide all the information will exclude your application from consideration.

Hancock County Foundation Grant Application Terms/Additional Information:

1. The Foundation is seeking projects that address significant community issues: present innovative, creative, and practical proposals which build on community strengths; develop the leadership potential of the county or community; involved the people served in the planning and implementation of the program, provide a plan for sustainability beyond the funding period, and capital projects that impact a significant number of county residents. Examples of what will NOT be funded are: ongoing project support and operating support; annual and capital campaigns; equipment unless it is essential for the program; budget deficit, endowments, individuals, recurring funds, religious purposes unless the request is for a non-religious purpose.
2. Organization address must be located within Hancock County. We understand that several organizations support Hancock County residents and may be located in another county. However, we have limited funds and need to narrow our focus. Funding organizations that are located within our county borders is what we have elected to do and is not up for negotiation.
3. Grants will be limited to one grant application per organization or parent organization if there are several sub-entities within the organization or government body. A separate project budget per activity is required if your organization is submitting a multi-purpose application. For Foundation purposes, all city departments, including fire, library, recreation, etc. are considered part of City Operations and will need to submit their application through the City approved by the City Council and signed by the Mayor.
4. All grants must receive approval from Community Foundation of Greater Des Moines. Their purpose is to assure the requirements as set out in the legislative bill are met. Their approval will not be unreasonably withheld.
5. There is a minimum grant request of \$500.00 and a maximum grant request of \$7,500.00.
6. The grant shall not pay more than 50% of the total project costs.
7. Completion of the grant and expenditure of the funds shall be concluded in no more than 12 months.
8. Grant applications shall only be requested on the forms as provided by the Foundation. No personal contact with the Hancock County Foundation Board members or grant-making committee concerning this application is allowed. Questions will be directed to the Foundation Board President only. If there are questions about your application, these will be sent to the contact person in writing requesting a written reply as necessary.
9. Religious organizations are eligible; however, the grants cannot be used for any activities that reference any type of religious training. These activities must be of a non-religious nature.
10. Grants will be awarded to organizations that operate in Hancock County and will use the funds only for the benefit of residents of Hancock County. Joint projects with other county foundations will be considered.
11. If requested, 5011 (3) organizations are required to furnish a current, valid IRS approval letter so as to assure the tax exempt status.
12. You may be required to provide itemized invoices as proof of purchases including photos. A final report is required. Not turning in a final report will disqualify you from future funding.
13. If you received funding in the prior year's grant cycle and project is not complete, then a grant extension request must be turned in with application to be eligible for this year's funding.
14. You are required to give the Hancock County Foundation credit in all media releases.
15. Granted organizations must be organized and operate in compliance with applicable laws prohibiting discrimination.
16. An organization may only have one open grant at a time and must successfully complete previous grants to be eligible for another grant. However, when several sub-entities within the organization exist (City, School, County), a new grant application may be submitted when an existing grant is open provided all rules and regulations are followed for all grants and applications. Please note this does not mean two applications may be initially submitted. This provision is made in recognition of the overlap between grant application deadline and the project completion date.
17. Organizations that received funding in past years must be undertaking a new project to be eligible for funding again. Grants are for new projects, not those already completed or in progress.
18. You may add additional pages of explanation if you deem necessary.
19. All applications from cities or any department thereof must be signed by the Mayor.
20. Project being applied for must be completed prior to November 1, 2023 or funding will not be available.
21. Please remember to complete the application in full and sign the Certification of Funds.

Please remove this page from the application.

Hancock County 2023-2024 Grant Application Cover Page

Date of application:

ORGANIZATION INFORMATION:

Organization conducting Project:

Organization Address:

Is the above organization address located in Hancock County? ☐ Yes ☐ No*

**If no, your organization is not eligible. There is no need to apply. Please reference grant terms for additional information.*

Organization/Project Contact Person & Title:

Contact Person Phone:

Contact Person Email:

Federal tax identification number of Organization (EIN):

Amount Requested (Requested amount cannot exceed 50% of project total and/or \$7500):

Has your organization received funding from the Hancock County Foundation in a prior year? ☐ Yes ☐ No*

**If no, you must include a copy of your of latest Federal IRS Tax-exempt status letter*

If applicable and your organization received funding in 2022-2023, did your organization turn in a final report for the prior year's project funding? ☐ Yes ☐ No*

**Is your project complete? If no, you must include an extension request form with this application to be considered for funding. If yes and your project IS complete then you need to turn in your final report before applying.*

Brief Description of Organization:

Please include a list of Board of Directors and their affiliations on a separate page.

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 Hancock County Foundation will be used solely for the project stated in this application.

Signature of Board Chairman or Mayor where applicable

Date

Certification of Available Funds:

I (we) hereby certify matching funds are on hand or arrangements have been made to match the grant dollars requested. We will furnish documentation upon request.

Signed by an officer

Title

Date

HANCOCK COUNTY FOUNDATION GRANT PROJECT INFORMATION:

Project Title:

Project Address if different from Organization Address:

Total Cost of Project:\$

Amount Requested (must match cover page):\$

Type of Request (check one):

- ☐ Capital Based *The building/physical improvement of something.*
☐ Program Based *Operational, activity, general programmatic support.*

Project Focus Area (check one):

- ☐ Quality of Life ☐ Education/Lifelong Learning ☐ Community/Economic Development

Project Description:

Project Timeline (A well planned project will have the estimated completion date detailed in the planning process):

Questions of Purpose (This is new this year. We want to ensure that we fund the most impactful projects in our county. Not answering will reduce your chances of receiving funding.):

1. Describe the need or problem being addressed by this project.

2. Explain how this project will benefit the citizens of Hancock County. Please specify if the project benefits citizens on a county-wide level or a city-wide level.

Questions of Purpose (continued)

3. Explain your organization's ability to carry out and ensure success of this project.

4. If your project is not funded by the Foundation, will you still proceed with it? ☐ Yes ☐ No (No explanation is necessary).

5. If your project can only be partially funded, would you still accept the grant and be able to complete the project? Why or why not?

PROJECT BUDGET:

New this year: We are placing more emphasis on the budget for the specific project than on the finances of the organization. The project budget should include specific info about the costs of your project as well as the source of your matching funds. (Financial info for your organization should be available upon request, but no longer needs to be submitted.)

If applicable, written estimates or bids for the project are encouraged, but not required.

Project Budget

Income Sources

Source	Amount
Endowment Grant Request <i>(Type in the application amount that you are applying for here—Remember it is not to exceed \$7500)</i>	\$
Funds on hand	\$
Fundraising projects	\$
In-Kind Labor <i>(See note below)</i>	\$
	\$
	\$
Other grants already awarded	\$
	\$
	\$

***Total:**

Expenditures – Provide Details of Project Costs

Items	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

***Total:**

***These two totals must be the same.**

Notes on in-kind labor: At this time, in-kind labor may only account for **20% of the matching requirement** for the project. If applicable, please include a note how you calculated your in-kind labor, about the number of volunteers you expect to be involved, and as well as the number of hours and type of work anticipated.

Attachments

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

- ☐ **IF APPLICABLE:** Copy of latest Federal IRS Tax-exempt status letter (170b units do not need to provide). If you have received funding from Hancock County Foundation, then we have your information on file.
- ☐ List of Board of Directors and their affiliations
- ☐ **IF APPLICABLE:** 2021-2022 Grant Project Extension Form (Included in packet)
- ☐ Signed Applicant Board Approval Agreement (on application cover page)

Checklist:

- ☐ All pages of application are completed
- ☐ Original plus 6 stapled copies of entire application (7 total). Application is NOT in a binder, notebook, or other presentation package. If handwritten, application is legible.
- ☐ Grant application delivered on or before deadline
- ☐ If applicable, grant extension request form if you have an open grant at the time of application.
- ☐ If applicable, Copy of 501(c)(3) IRS Determination letter attached to grant application or comparable proof of charitable exemption.

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## For Foundation use only:

Grant applicant received funding year prior: ☐ Yes\* ☐ No

If yes, grant applicant has turned in a final report for prior year's funding: ☐ Yes ☐ No\*

If no, then grant applicant has turned in a grant extension form with this application: ☐ Yes ☐ No\*

*If no, grant applicant is disqualified for this year's funding and future funding until a final report is turned in. Keep track of these disqualified applicants in database.*

Is applicant on the list of disqualified applicants due to never turning in a final report for prior years funding? ☐ Yes\* ☐ No

*If yes, grant applicant is disqualified for this year's funding and future funding until they are in good standing by turning in a final report for their received funds.*

|                                      |          |        |      |
|--------------------------------------|----------|--------|------|
| Grant Committee<br>Determination:    | Approved | Denied | Date |
| Board of Directors<br>Determination: | Approved | Denied | Date |
| Voting Membership<br>Determination:  | Approved | Denied | Date |

This application has been approved in the amount of \$ \_\_\_\_\_ on (date) \_\_\_\_\_.

# **Grant Extension Request Form**

Date:

This form is **ONLY** required if your received funding in **PRIOR** year's grant cycle and project is **NOT** completed as of the date of applying for **CURRENT** year's grant cycle.

Organization Name:

Organization Contact:

Contact Email:

Contact Phone:

Project Name:

Reason for Extension Request:

Organization Contact Signature:

Printed Name:

Date: