

# Hancock County Foundation

## Grant Application –

*Project must be completed prior to November 15, 2018*

**~ 2017-2018 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. The foundation is made up of community minded individuals who have the ability to assess community needs, implement asset development, evaluate area grant applications, encourage partnerships and initiate activities to enhance 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 grantmaking, 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.

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

**Hancock County Foundation  
Attn: Howard Parrott, President  
Hancock County Extension Office  
327 West 8<sup>th</sup> Street  
Garner, IA 50438**

Any questions? Please call/email: Howard Parrott  
Phone: 641-923-2739  
E-mail: hmparrot@ncn.net

**Application deadline: 4:30 p.m. August 31, 2017**

**Notice:** The application must be completely filled out including the budget page. Failure to provide all the information will exclude your application from consideration. If you have questions contact Howard Parrott, Hancock County Foundation President.

Please remove this page from the application.

## **Hancock County Foundation 2017-2018 Timelines for Grantmaking**

Week of August 5 <sup>th</sup>	Press releases announcing grant application availability and deadline
August 31 <sup>st</sup>	Grant application deadline
Early September	Grant Review Committee reviews applications and makes recommendations
September 14 <sup>th</sup>	Hancock County Foundation Board of Directors meets to approve grant awards
	Community Foundation of Greater Des Moines Executive Committee approves grant recommendations
Early October	Notice of grant awards

Please remove this page and Attachment from the application.

# Hancock County Foundation

## 2018 Grant Application Cover Page

Date of application: \_\_\_\_\_

Organization conducting Project: \_\_\_\_\_

Organization/Project Address: \_\_\_\_\_

Organization/Project Contact Person & Title: \_\_\_\_\_

Contact Person Phone & Email: \_\_\_\_\_

Project Title: \_\_\_\_\_

Organization Address if different from Project Address: \_\_\_\_\_

Federal tax identification number of Organization (EIN): \_\_\_\_\_

Total Cost of Project:\$ \_\_\_\_\_

Amount Requested:\$ \_\_\_\_\_

**Type of Request (check one):**     Capital Based or     Program Based

**Capital Based:** The building of or physical improvement of something

**Program Based:** Operational, activity, general programmatic support

**Project Focus Area (check one):**

Arts/Culture/Humanities     Human Services     Education     Environment/Animals

Public/Society Benefit     Health     Other

**Brief Description of Organization**

**Brief Description of Project and Timeline**

# Hancock County Foundation

## Attachments

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

- Copy of latest Federal IRS Tax-exempt status letter (170b units do not need to provide)
- List of Board of Directors and their affiliations
- Copy of most recent CPA audit, financial statement or tax return (IRS 990 form) (170b units do not need to provide)
- Signed Applicant Board Approval Agreement (see below)

**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.

Organization: \_\_\_\_\_

Signed by an officer: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**For Foundation use only:**

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

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

# Hancock County Foundation

## Project Budget Per Activity

If you already prepared a project budget that contains this information, please feel free to submit it in its original form. Feel free to attach a budget narrative explaining your numbers if necessary.

Budget for the period \_\_\_\_\_ to \_\_\_\_\_

### INCOME

| <u>Source</u>                   | <u>Amount</u>   |
|---------------------------------|-----------------|
| <i>Support</i>                  |                 |
| Government grants               | \$ _____        |
| Foundations                     | \$ _____        |
| Corporations                    | \$ _____        |
| Individual contributions        | \$ _____        |
| Fundraising events and products | \$ _____        |
| Membership income               | \$ _____        |
| <br><i>Revenue</i>              |                 |
| Government contracts            | \$ _____        |
| Earned income                   | \$ _____        |
| Funds on hand                   | \$ _____        |
| In-Kind*                        | \$ _____        |
| Other (specify)                 | \$ _____        |
| <hr/>                           |                 |
| <b>Total Income</b>             | <b>\$ _____</b> |

### \*In-Kind Contributions

Volunteer Labor:

- A. Projected number of volunteers \_\_\_\_\_
- B. Estimated total hours to be provided \_\_\_\_\_

Services:

C. Type of services: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

D. Estimated value of services: \$ \_\_\_\_\_

Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Hancock County Foundation

| <u>Item</u>                               | <u>EXPENSES</u> | <u>Amount</u> |
|-------------------------------------------|-----------------|---------------|
| Salaries & wages                          |                 | \$            |
| Insurance, benefits & other related taxes |                 | \$            |
| Consultants & professional fees           |                 | \$            |
| Travel                                    |                 | \$            |
| Equipment                                 |                 | \$            |
| Rent and utilities                        |                 | \$            |
| General operating                         |                 | \$            |
| Other (specify)                           |                 | \$            |
| _____                                     |                 | \$            |
| _____                                     |                 | \$            |
| _____                                     |                 | \$            |
| <b>Total Expense</b>                      |                 | <b>\$</b>     |
| <b>Balance (Income less Expense)</b>      |                 | <b>\$</b>     |

NOTE: Use this budget to cover the proposed project only. A budget per project is required if your organization is submitting more than one project in your grant request. The budget is to cover one proposed project.

**Checklist:**

- Organizational information completed
- Contact information completed
- Project budget detail completed
- Project description completed
- Project time line completed
- Project certification completed
- Original plus 6 stapled copies of entire application
- Grant application delivered on or before deadline
- Copy of 501(c)(3) IRS Determination letter attached to grant application or comparable proof of charitable exemption.

# Hancock County Foundation

## Attachment

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. 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.
3. 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.
4. There is a minimum grant request of \$500.00 and a maximum grant request of \$7,500.00.
5. The grant shall not pay more than 50% of the total project costs.
6. Completion of the grant and expenditure of the funds shall be concluded in no more than 12 months.
7. 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.
8. Special attention will be given to grant applications that are a joint effort from more than one organization.
9. Religious organizations are eligible; however, the grants can not 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. 501(c) (3) organizations are required to furnish a current, valid IRS approval letter so as to assure the tax exempt status.
12. You are required to provide itemized invoices as proof of purchases including photos. Timely progress reports of the project status shall be furnished on a quarterly basis and a final report is required.
13. You are required to give the Hancock County Foundation credit in all media releases.
14. Granted organizations must be organized and operate in compliance with applicable laws prohibiting discrimination.
15. 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.
16. 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.
17. You may add additional pages of explanation if you deem necessary.
18. All applications from cities or any department thereof must be signed by the Mayor.
19. **Project being applied for must be completed prior to November 15, 2018 or funding will not be available.**
20. **Please remember to complete the application in full and sign the Certification of Funds.**