



GRANTS DUE BY FRIDAY, NOVEMBER 23rd, 2016

Grants must be RECEIVED by the deadline - NO exceptions.

FALL 2016 GRANT CYCLE

Grants are due by deadline at 5:00PM. Post marked documents received after the deadline will be returned. Grants may also be dropped off at the Storm Lake Public Library.

Buena Vista County Community Foundation
PO Box 771
Storm Lake, Iowa 50588
Phone: 201-862-8223
E-mail: info@bvcountyfoundation.com
Web: www.bvcountyfoundation.com

Section 1: Organization Information

1A - Grant Applicant Name:

1B - Contact Name: 1C - Contact Phone:

1D - Contact E-mail: 1E - Organization Phone:

1F - Organization Address: 1G - Organization City:

1H - Organization State: 1I - Organization Zip:

1J - Organization Web Page:

1K - Organization Tax ID Number (EIN): 1L - Organization Type:

Section 2: Grant Summary Information

2A - Grant Size/Type: 2B - Grant Focus Area:

2C - Project Title:

2D - Total Project Costs: 2E - Grant Request:

Section 3: Fiscal Sponsor Information This section only need if using a fiscal sponsor. Leave blank if applicant is a 501.C.3 or Government organization (School, City, or County).

3A - Fiscal Sponsor Name: 4B - Phone:

3C - Address: 3D - City: 3E - Zip:

3F - State: 3G - E-mail: 3H - Tax ID (EIN):

As the Fiscal Sponsor for this grant application I have reviewed the proposed program and agree to provide financial accounting for this project which includes but is not limited to providing accounting for the project (or ensuring that the applicant maintains accurate accounting records for this project) and ensuring that the project is completed on time and ensuring that funds made payable to the Fiscal Sponsor will be spent only on the proposed project as outlined in this grant application and that any excess funds at the end of the project or funds in excess of any matching requirements will be returned to the Buena Vista County Community Foundation immediately.

3I - Fiscal Sponsor Signature:

Signature will authorize the Fiscal Sponsor to the terms of this grant application. Signature shall be an original and made in **RED** or **BLUE** ink only.

3J - Printed Name of Signer: 3K - Signer's Title:

Section 4: Grant Narrative

4A - Provide a narrative explaining what will be accomplished by this project. What will be purchased, built, or done through the project.

4B - Provide a narrative explaining how this project will benefit the citizens and visitors of Buena Vista County. Remember that all projects must benefit Buena Vista County citizens and visitors.

4C - Provide a narrative explaining your organizations ability to accomplish the project. Describe previous experience, expert knowledge, and history of maintaining quality projects.

4D - Provide a narrative explaining why funding from the Buena Vista County Community Foundation is critical to the project's success. What would happen if funding was not approved?

4E - Provide a narrative explaining how the project will be maintained over time? Who will maintain the project? Who and where will funding for maintenance come from?

4F - Is this a phased project? 4G - If "YES" how many phases will there be?

4H - Do you plan to apply to the BV County Community Foundation for future phases?

4I - Provide a narrative explaining how many people will benefit from this project. Explain how you calculated this number and only count unique individuals.

4J - Provide a narrative explaining how your organization will promote the project and the Buena Vista County Community Foundation for their funding of this project. Identify long term promotion opportunities vs. short term opportunities.

4K - Provide a narrative explaining how this project is supported by the community and will be supported by the community. Define the community.

Section 5: Project Budget (NOTE: Expenses MUST EQUAL Revenues)

REVENUES: All resources that are brought to the project to make the project successful.

5A - Sponsor Cash:

5B - Federal Grants:

5C - State Grants:

5D - Private Grants:

5E - BVCCF Grant Award:

5F - Sponsor In-Kind:

5G - Private In-Kind:

5H - Other Revenues:

TIP: Provide quotes and estimates for your project as attachments to this application to improve scoring.

Make sure this matches amount in box 2E.

5I - Total Revenues:

EXPENSES: Those costs both real and in-kind that will be required to complete the project.

5J - Land Purchase:

5K - Professional Services:

5L - Construction Costs:

5M - Equipment Purchases:

5N - Supplies:

5O - Staff Costs & Training:

5P - Other Expenses:

NOTE: These costs are not grant eligible costs.

Revenues must equal Expenses

5Q - Total Expenses:

5R - Provide a detailed description of Other Revenues in line 5H.

5S - Provide a detailed description of Other Expenses in line 5P.

Section 6: Project Time Line (NOTE: Only required for Large Grant Projects)

6A - Project Start Date:

6B - Milestone 1:

6C - Date:

6D - Milestone 2:

6E - Date:

6F - Milestone 3:

6G - Date:

6H - Milestone 4:

6I - Date:

6J - Milestone 5:

6K - Date:

6L - Milestone 6:

6M - Date:

6N - Project End Date:

Section 7: Project Certification

We the undersigned have the full authority of the applicant agency to apply for and request funding for the proposed project outlined in this application and as such guarantee to the Buena Vista County Community Foundation that if the project is funded, we will accomplish the project within twelve months from the date of award, ensure that all grant funds are spend only on the eligible project costs, and complete all required project updates, including but not limited to the BVCCF Final Project Report at the end of the project. We also agree to execute a grant agreement with the Buena Vista County Community Foundation prior to receiving funding from the Foundation.

We agree that in the event that our project is not able to move forward for any reason or if our project costs are less than anticipated in this application we will promptly return to the Foundation all excess funds forwarded to us from the foundation within 30 days of abandonment of the project or at the request of the Foundation following termination of the Grant Agreement for failure to cause the project to be construction or accomplished.

We agree to recognize the Buena Vista County Community Foundation as a funding agency for this project both in the short term as well as throughout the life of the project.

We understand that the decision of the Buena Vista County Community Foundation is solely the decision of the Foundation Board and that their decision is final.

Failure to have two different authorizing signatures on this page will disqualify this grant application.

7A - Highest Authorized Individual Signature:

Signature will authorize the Highest Authorized Individual to the terms of this grant application. Signature shall be an original and made in **RED** or **BLUE** ink only.

7B - Printed Name:

7C - Date:

7D - Title

7E - Project Contact Signature:

Signature will authorize the Project Contact to the terms of this grant application. Signature shall be an original and made in **RED** or **BLUE** ink only.

7F - Printed Name:

7G - Date:

7H - Title

**ALL APPLICATIONS MUST HAVE A COPY OF YOUR 501.C.3 PAPERWORK INCLUDED WITH THE APPLICATION
Government and Schools are exempt for this requirement.**



GRANT WRITER CHECKLIST & QUICK HINTS

These two pages are not to be submitted with the grant package.

The following information is provided to assist the Grant Writer in completing this application to achieve the best desired results and obtain the maximum score possible. For additional assistance, we strongly encourage attendance at our regular grant writers workshop and please review our web page at www.bvcountyfoundation.com for additional tips, hints, and Frequently Asked Questions.

DO NOT SUBMIT THESE PAGES WITH YOUR GRANT APPLICATION

- Section 1 of the application is filled out completely including all current contact information. Most communication regarding your application from the Foundation will come by E-mail - please ensure that you have that correctly typed in.
- Do Not Print the application front to back.
- Section 2 of the application is the basic information on your grant. Make sure that the following items are completed:
 - The cost of the grant application matches the amount shown in the Budget Section (Box 6E) of this application.
 - Depending on the size of the grant you are applying for make sure you have indicated the correct size in Box 2A and that you have the right matching funds budgeted in your project both in Box 2D and 2E and in Section 6 (the budget section) of the application.
- Section 3 of the application is for the Fiscal Sponsor. If you are using a Fiscal Sponsor please make sure to fill this entire section out.
 - The Fiscal Sponsor must sign the original grant application in this section of the application in BLUE or RED ink.
- Section 4 of the application is your chance to sell your project and explain your project to the reviewer. In some cases this may be the only knowledge the reviewer has of you and your project.
 - You are limited to the space provided in the application - please be concise and double check your work for spelling and typo's.
 - You have the ability to use "Rich Text" in these sections. For example bold, underline, and colored words.
 - You have the ability to attach up to six SINGLE sided additional pages to the application which may include pictures, brochures, or bids and quotes. Please reference those additional submittals in these pages to enhance your application.
 - The Foundation is concerned about the ability of the project to make an impact and to be maintained long term - explain how your project will do this.
 - The Foundation does not fund operational projects or projects that are maintenance or needed because of the lack of maintenance.

- Section 5 is the budget section and must be completely filled out
 - Make sure your total revenues match your total expenses. If they don't or if your budgeted revenue from this section does not match box 2E double check your application.
 - Explain any other revenue source or expense category in the area provided. Again this is limited to the area available and "Rich Text" is available in these boxes.

Section 6 is only required for those applying in the Large Grant grouping.

Section 7 is the Project Certification

- The Highest Authorized Signature must be someone who can bind the organization and must sign the original grant application in this section of the application in **BLUE** or **RED** ink.
- There must be two **DIFFERENT** signatures in this section of the application the second maybe a manager in the organization or the project contact but it must still be signed in **BLUE** or **RED** ink.

The deadline shown on Page 1 of the application is the deadline. We must RECEIVE the application by that time

- NO EXCEPTIONS. Postmarks will not be accepted. We check the post office box at noon on the deadline day. We are not responsible for misdirected or late mail.

You must submit one original copy (Signatures in **BLUE** or **RED** ink) and six copies. Please clearly identify the original copy on the front page.

If you don't submit one original and six copies your grant will not be considered with all pages sized as 8 1/2 by 11 only.

We will three hole punch the applications and put them in binders - do not staple grants bind them with binder clips or paper clips.

All packets must be the same. If you include color photographs in the original packet you must include color photographs in all six copies. Include a copy of the 501.C.3 paperwork with each packet.

Do not submit this checklist form with your application.

Grant Size Guidelines:

Small Grants - Grants may not exceed \$2,000. Require no matching funds but matching funds always help. Requires a minimum average score from all eligible scorers of 65 points to be funded.

Medium Grants - Grants may not exceed \$5,000. Require a minimum of 1 to 1 matching funds (can also be in-kind services) to the grant funding. For example: If you are requesting \$5,000 in BVCCF funding you must have \$5,000 in either cash match or in-kind services. Requires a minimum average score from all eligible scorers of 65 points to be funded.

Large Grants - Grant size is unlimited in award amount. This grant type requires a 1 to 1 cash match. For example: If you are requesting a \$50,000 grant you must provide at least \$50,000 in cash funding for the project. Requires a minimum average score from all eligible scorers of 75 points to be funded. BVCCF reserves the right to spread any Large Grant award amount out over multiple funding cycles, pending available funds.

Turning Grants In:

Grants can be mailed to BVCCF at PO Box 771, Storm Lake, Iowa 50588 (Please note they must arrive by the deadline - Postmark dates are not acceptable).

Grants can be dropped off at Storm Lake Public Library, 609 Cayuga Street, Storm Lake, Iowa until 5:00PM on the day of the deadline.