



## 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 identify **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 (identified by name) 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 sponsor.

\*\*\*( 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 sponsor letter are available to peruse at the Extension Office website at [www.extension.iastate.edu/hardin](http://www.extension.iastate.edu/hardin) or at HCCEF’s website at [www.donateiowa.org/hardin](http://www.donateiowa.org/hardin) , so you can see what kind of documentation you are required to provide.)

- Project budget -- on the attached Budget Form provide a breakdown of total revenue 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, front sides only.**