



Empowering Adair County Foundation

GRANTS PROGRAM

Office Location

ADAIR COUNTY ISU EXTENSION & OUTREACH OFFICE

154 Public Square, Suite C, Greenfield, IA 50849

Office 641-743-8412

Email dwells@iastate.edu

Thank you for requesting an application for the Empowering Adair County Foundation's grants program. Included in this information is an overview of the grant process, including the budget guidelines and the eligible expenses, information about the program funding, and the application form. If you have any questions, please contact Deena Wells at Adair County Extension Office, 641-743-8412 (office hours are Monday through Friday, 8:30am – 4:30pm). Visit www.extension.iastate.edu/adair/ - scroll down to "Empowering Adair County Foundation" and find current links, forms and information regarding EACF.

EMPOWERING ADAIR COUNTY FOUNDATION (EACF)

The Foundation was formed in 2005 to coordinate and provide philanthropic support for community betterment projects in Adair County. It serves to enhance the quality of life for the seven incorporated communities and the unincorporated areas of Adair County. The Foundation is governed by a 9-member board representing all areas of the county. The board members are community minded individuals who have assessed community needs, can implement asset development, evaluate grant applications, encourage partnerships and initiate activities to enhance the county.

The Foundation is affiliated with the Community Foundation of Greater Des Moines. Being affiliated with a recognized foundation was a requirement of the Endow Iowa legislation. The CFGDM oversees the investment of endowment funds and provides numerous educational opportunities for all of their affiliated foundations.

The Foundation seeks to promote endowment building, community grant making, organizational collaboration, and public leadership for the benefit of Adair County. Donations to the Foundation are accepted at any time. For this information contact Foundation representative, Deena Wells, at 641-743-8412 or dwells@iastate.edu.

Grant amounts are dependent upon the allocation of funds available to the County Foundation each year.

PRIORITY AREAS OF FUNDING

It is the Foundation's intent to make grant awards to worthwhile projects located in Adair County through a grants application process. EACF's Strategic Plan emphasizes entrepreneurial development, community development and volunteer leadership and training. In conjunction with these, foundation grants will be considered in the following areas:

Tourism/Beautification

Projects may include but are not limited to marketing or promotion, an annual or special event, or a community improvement project. It is felt that by making this a priority these investments would attract more visitors to the county which would have an economic return for the community.

Public Services

Projects may include but are not limited to day cares, community centers, and public libraries. These facilities are important in attracting new residents and companies to a community which would be a good return for the Foundation's investment. Other projects that could fall into this category include programming such as educational programs and workshops.

Economic Well-Being

Projects in this area should focus on activities that would promote entrepreneurial development and support in the county and help maintain what is already in existence.

Recreation/Entertainment/Arts/Culture

Adair County has many recreational areas as well as entertainment venues. Newly held events focusing on art and entertainment have drawn much attention to the area and the community has seen the positive benefits of the publicity as well as the economic benefits of additional visitors to the area. Expanding on these successes will be a priority for the Foundation.

Priority areas will be reviewed on an annual basis. At anytime the 9-member committee may choose to support a project that they believe will spur development, create employment opportunities, or support entrepreneurial activity.

ELIGIBLE ORGANIZATIONS

Empowering Adair County Foundation makes grants to:

- 1 I.R.S. 501(c)(3) 'tax exempt' organizations
- 2 170(b) 'unit of government' organizations
- 3 Organizations providing services within Adair County (operating and organized in compliance with applicable laws prohibiting discrimination)

FISCAL AGENT

If your organization provides services within Adair County and is not a 501(c)(3) or a 170(b) government entity, you must find a Fiscal Agent for your grant. This means that either a 501(c)(3) or a 170(b) government entity will be responsible for insuring that the organization receiving the award will spend the grant as stated in the application. A letter from the Fiscal Agent stating that they will act in such a capacity must be included with the application.

PROPOSAL STRENGTHS

The following are suggestions for making a successful grant proposal:

- 1 Your project should address significant community issues (how have you made use of community surveys, community visioning, or community data to address a need?)
- 2 You should present innovative, creative and practical proposals which build on community strengths, increase entrepreneurial activity and assist with job creation.
- 3 Help to develop the leadership potential of the community.
- 4 How does your project involve the people served in the planning and implementation of the program?
- 5 Is there a plan for sustainability beyond the funding period?
- 6 Capital projects that impact a significant number of county residents.
- 7 Project completion is within 6 months. Exceptions can be granted with a request from the organization receiving the award.

INELIGIBLE PROJECTS

The Foundation will not fund general operating support; annual and capital campaigns; equipment unless it is essential for the program or project; budget deficits, endowments, individuals, recurring funds, religious purposes (*this does not exclude grants to religious organizations for non-religious purposes*).

AVAILABLE FUNDING

- Projects can request up to a maximum of \$10,000. The 9-member committee may award amounts at their discretion.

APPLICATION DEADLINES

EACF has one grant cycle (*application deadline is October 15th*)

Completed grant application forms (with ten copies) are due to Adair County Extension Office, 154 Public Square, Suite C, Greenfield, by 4:30pm on October 15th (*if 10/15 should fall on a weekend or holiday, the deadline will be moved to the following business day*). If applicant chooses to mail the completed application form with ten copies, the envelope/package must be postmarked by October 15th and an email notification or phone call must be provided to Deena Wells by 4:30pm on October 15th. Any hand delivered applications arriving after the deadline dates will not be accepted for grant review. Any mailed applications postmarked after the deadline dates will not be accepted for grant review.

EVALUATION CRITERIA:

- 1 The proposal must address the priority needs of the community and apply it to entrepreneurial development, community development or volunteer leadership.
- 2 Benefit to residents of the county
- 3 Number of residents positively affected
- 4 Any job(s) creation
- 5 Any support for entrepreneurial activity
- 6 Completeness of Application – *all areas of the application cover page must be filled in*
- 7 Identification of needs and how funds will address needs
- 8 Collaborative relationships
- 9 Matching Funds

WHO REVIEWS THE GRANT APPLICATIONS?

The Foundation's board of directors will serve as the Selection Committee and review all Grant Applications. The grant scoring matrix will be as follows.

- Completeness of Application *15 points*
- Benefit to Adair County residents *20 points*
- Support of entrepreneurial activity, community development and leadership development *20 points*
- Identification of community needs *20 points*
- Addressing Community needs *25 points*

GRANT AWARDS AND PROJECT CREDIT TO EMPOWERING ADAIR COUNTY FOUNDATION

Grant decisions will be made by the Empowering Adair County Foundation board within 30 days of the submission deadline. These recommendations for funding will then be submitted to the Community Foundation of Greater Des Moines for disbursement of funds. Organizations will receive grant award notification by phone, email or mail.

Organizations receiving grants will be required to sign a grant award agreement. Organizations will also be expected to give credit to the Foundation and include the Foundation as a granting source for all publicity and acknowledgements.

When giving funding credit, please use the following phrase:

"This project was funded in part by Empowering Adair County Foundation."

GRANT AWARDS DISTRIBUTION

As soon as the grant monies are distributed by the Community Foundation of Greater Des Moines, you will be contacted regarding receipt of the check.

You will be contacted to attend a check distribution promotion activity. This may be a gathering or just a picture opportunity so that local newspapers can print something about the grants. It is expected that the contact person listed on the application or another person within the organization be present at the check distribution. That person must also be authorized to sign the grant receipt/agreement.

REPORTING REQUIREMENTS

Each of the following reports or forms must be submitted to Deena Wells (use the address on the cover page). All grant recipients are required to submit a **SIX MONTH PROGRESS REPORT**. The report deadline is six months from receiving the grant funds distribution check.

All **GRANT FINAL REPORTS** must be completed and submitted to the Foundation within twelve months of receiving the grant funds distribution check. All receipts related to the project must be provided with the final report. **Photos** (3-5 images) of the project throughout the progress and a photo of the completed project are required to be submitted (either printed photos or emailed digital jpeg images) with the Final Report. The photo of the completed project must include the laminated sign provided to your organization stating, "This Project was Funded in Part by Empowering Adair County Foundation". This sign is provided at the EACF Check Presentation event.

If your project is not able to be completed within the twelve month deadline, your organization must submit a **REQUEST FOR EXTENSION** form prior to the deadline. The maximum extension allowance is six months, providing your organization a total of 18 months to complete the project. If your project cannot be completed by the extension deadline, funds must be returned to Empowering Adair County Foundation. Please contact Deena Wells immediately if your project is not able to meet the extension deadline.

For further information, contact Deena Wells at 641-743-8412 or dwells@iastate.edu.