



Page County Community Foundation HF2302 Grant Program Fact Sheet

NOTE: Applicants must read the fact sheet and FAQ pages before following the link to the application form! Please read the FAQ's and the instructions provided below before starting the application. A link to the application is provided on the Instruction sheet.

The goal of the Page County Community Foundation grant program is to improve the quality of life in the County by supporting needs that are not being met in the areas of civic, cultural, health, education and social service. All applications are reviewed by the PCCF Advisory Board of Directors which makes the final determinations.

Only 501(c)(3) certified organizations that serve Page County are eligible. The organization's governing board must approve all applications prior to submission.

Successful applications will include the following components:

- Respond to a demonstrated or emerging community need.
- Support effective, proven or promising solutions.
- Build upon and maximize other community resources.
- Offer a clear plan for financial sustainability.
- Part of the criteria for successful applications is the completeness, consciousness, and quality of the application.
- Fully complete the application. Previous versions will not be accepted. Printed submissions will not be accepted.
- The PCCF, except under unusual circumstances, does not make grants for endowment campaigns, deficit financing, annual fund drives, or fundraising activities.
- The PCCF does not make grants for "consumables" such as salaries, food, gift/promotional items (i.e., T-shirts).
- The PCCF gives less consideration to applications from tax supported organizations, individual churches, or similar religious groups.
- The PCCF will not consider applications from cemetery associations, veteran and labor organizations, social clubs, or fraternal organizations.
- Only one proposal per agency will be accepted unless the agency is acting as a fiscal Sponsor for another organization and the funder has approved additional applications. Do not send additional materials.

Concerning the use of a Fiscal Sponsor:

- For this grant process you may use a Fiscal Sponsor (a nonprofit holding a 501(c)(3) letter) if your organization is not a 501(c)(3) organization you must find another nonprofit that is willing to act on your organization's behalf as the fiscal Sponsor.
- A Fiscal Sponsor is a nonprofit organization that has received an IRS letter of determination that they are a 501(c)(3) nonprofit. If this grant request is awarded, the check would be mailed directly to your organization but it would be made out to the Fiscal Sponsor. The Fiscal Sponsor is the nonprofit that is accepting responsibility for the distribution of the funds as described in the grant application.

NOTE: PUBLIC LIBRARIES, FIRE DEPARTMENTS, COUNTY EXTENSION, COUNTY CONSERVATION, FAIR BOARDS, ETC. ARE AMONG THOSE THAT REQUIRE A FISCAL SPONSOR. IN THESE CASES, THE CITY OR THE COUNTY BOARD OF SUPERVISORS MAY BE USED AS A FISCAL SPONSOR.

How to apply:

Grant applicants are expected to complete the Page County Community Foundation Grant Application Form. Applications will be accepted only through our online application system. Please read through the frequently asked questions below for more instructions.

Grant requests will be considered annually. The grant calendar is as follows:

Grant Proposal Deadline*	Applicant Notified
February 1	Early April

*If this date falls on a weekend or holiday, the deadline will be the next business day.

Available Grant Money

Approximately \$95,000 will be available from the Page County Community Foundation in 2012. The Page County Community Foundation grant dollars are awarded for a single year.

Additional contact, correspondence, or site visits with Foundation staff and committee members, when necessary, will be conducted following preliminary review of proposals.

Frequently Asked Questions

Q: After I start filling out the online application form, can I save my work and come back later?

A: Yes. You will have the option to use your e-mail address as your login and set your own password. You may do this repeatedly, but every time you save your work you are setting a fresh password—so if you mistype it there will not be a warning that it is not the one you used earlier. If you need your password reset, there is a link at the bottom of the sign-in box entitled “Forgot Your Password?” Click on that to reset.

Q: Can I start working on the application questions or share them with colleagues before filling out the online application?

A: Yes. The application questions are available on pages 4-5 of this document. Please note that this is for informational purposes only and is not the application form itself. Use the attached worksheet to prepare your budget before starting the application.

Q: Do you have any tips for filling out the form?

A: Be concise. For several of the application questions, a maximum number of characters (1000 characters including spaces) is allowed for your answer. Anything over that amount will result in an error message. We recommend this process:

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- Compose your answer in a word processing document.
- Do a character count (under “Review” or “Tools”, then “Word Count”). Make edits if your answer exceeds the number of characters allowed.
- Use spell check.
- Copy and paste your answers into the online form.
- Do not use \$ or % signs in the financial section. Do not use commas or periods. Round figures off to the nearest whole dollar and do not enter cents.

Q: Will I be able to save a copy of my proposal?

A: Yes. You will have a chance to do a final review of your application before you submit it, at which point you can print a copy for your records. Again, we recommend composing your answers in a word processing document that you can also save for your records.

Q: What if I have other questions?

A: Contact Dennis Nissen, Iowa Program Officer at 402-342-3458 or dennis@omahafoundation.org, or Denise Cardos, Administrative Assistant at 402-342-3458 or denise@omahafoundation.org.

Note: All grants submitted to the Community Foundations of Southwest Iowa become the property of the Foundation. We retain all grant applications submitted. This information may be shared with other agencies and community donors.

2012 PCCF HF2302 Grant Application Instructions

This information is provided for planning purposes only. Please note that applications MUST be submitted through the Page County online form which is publicly available at the following address. To use the link, hold down your Control key while clicking on the link:

<http://www.tfaforms.com/222247>

1. Cover Page

- Application Date
- Federal Tax ID #
- Organization Type
- Agency Focus
- Please give no more than a 500-character summary of request
- Dollar Amount Requested
- Total Project Cost
- What was the last grant your agency received?
- Fiscal Sponsor contact information, if applicable (See page 1 of these instructions: *NOTE under Concerning the Use of a Fiscal Sponsor*)

2. Grant Application

- In the following section, there is a maximum of 1000 characters allowed for each answer. We recommend the following process:
- Compose your answers in a word-processing document
- Do a character count (under "Review" or "Tools," then "Word Count"). Make edits if your answer exceeds the number of characters (including spaces) allowed.
- Use spell check
- Then copy and paste your answers into the online form.

3. Organizational description (1000 characters)

- Purpose of grant request (1000 characters)
- Strategies: What actions will you take to implement this program? (1000 characters)
- Results: Expected results for your agency, the people it serves, and our community (1000 characters)
- Evaluation: How will you know if this program is successful? (1000 characters)
- Sustainability: How will you continue this program beyond the grant period? (1000 characters)
- Similar Organizations or Programs: List some other organizations that offer similar services. Discuss how services are coordinated and if any gaps remain. (1000 characters)

The following section asks about the population your organization currently serves (estimated numbers).

- How many clients does your organization serve in a year?
- How many clients would this grant serve?

Financial Information. **Please note that the amounts in the orange boxes should be equal.** In other words, the project budget should balance (income = expenses). This may or may not be true on the organizational side. Totals will be automatically generated on the actual application. A worksheet is provided on the next page to simplify completing the online form.

Income (current fiscal year ending _____) <enter date>

Source	Organizational budget	Program budget
Government grants & contracts (Local, State & Federal)	\$	\$
Pending requests from foundations. (Please specify below.)	\$	\$
Please specify amounts and funders of pending requests.		
Confirmed requests from foundations. (Please specify below.)	\$	\$
Please specify amounts and funders of confirmed requests.		
Corporations	\$	\$
United Way or other federated campaigns	\$	\$
Individual contributions	\$	\$
Membership and fee income	\$	\$
Investment income	\$	\$
In-Kind	\$	\$
Other (please specify)	\$	\$
TOTAL	\$	\$

Expenses (current fiscal year – enter date)

Item	Organizational budget	Program budget
Salaries & wages (%FT/PT)	\$	\$
Insurance, benefits, and related taxes	\$	\$
Consultants and professional fees	\$	\$
Travel	\$	\$
Equipment	\$	\$
Supplies	\$	\$
Printing and copying	\$	\$
Telephone and internet service	\$	\$
Postage	\$	\$
Rent and utilities	\$	\$
Depreciation	\$	\$
In-Kind	\$	\$
Other (please specify)	\$	\$
TOTAL	\$	\$

Board and Staff Information

Current Board Members: Please list name; officer role served on your board, if any; and professional affiliation (employer and title). *Addresses, phone numbers, and email addresses are not required!*