

# COMMUNITY FOUNDATION OF JOHNSON COUNTY GRANT APPLICATION

The Community Foundation of Johnson County (CFJC) announces the availability of funds for grants that will be awarded January 2011. The following is a description of the grant process and application requirements.

Historically, CFJC grants have supported capital requests, projects/programs, and occasional general operations. Due to the competitive number of applications received each year, organizations seeking funding for ongoing operations or to sustain a previous year's grant must re-apply annually for CFJC support. Each application will be evaluated based on the merit of the proposed activities and the criteria outlined in the "Application Scoring" section.

## **Eligibility for funding:**

Nonprofit 501 (c)(3) organizations serving Johnson County, Iowa

## **Application deadline:**

October 1, 2010

## **Funds Available:**

The amount of funds to be distributed will be determined at a future date.

## **Process**

Application materials are available at [www.communityfoundationofjohnsoncounty.org/grantapplication](http://www.communityfoundationofjohnsoncounty.org/grantapplication) and must be submitted on-line. If access to a computer to complete the on-line application isn't available to your organization, you must contact the Community Foundation of Johnson County to make arrangements to submit a paper application. Questions may be directed to Mike Stoffregen, CFJC Executive Director, by phone at 319.337.0483 or on-line to [info@communityfoundationofjohnsoncounty.org](mailto:info@communityfoundationofjohnsoncounty.org).

All applications must be received by 5 p.m., Friday, October 1, 2010. Questions about the process may also be directed to Mike Stoffregen by e-mail or phone at 319.337.0483.

## **Application Guidelines**

- You must provide answers to all questions in Parts 1 through 3.

# COMMUNITY FOUNDATION OF JOHNSON COUNTY GRANT APPLICATION

## Part 1 - Grant Application and Need

### Contact Information

- Contact person and title
- Title
- E-mail
- Phone

### Organization Information

- Organization Name
- Tax identification number
- Organization address, city, state and zip

**Grant title:**

**Requested grant amount:**

**Time period grant will cover:**

**Grant Categories:** (Select One)

- Project or program support:** specific project or program
- Operational support:** general operational support
- Capital-Based:** construction or physical improvement of building or facility

**Focus Areas** (Select ONE of six areas of focus)

- Arts/Culture/Humanities:** museums, historic preservation, exhibits
- Education:** schools—all ages, adult learning programs
- Environment/Animals:** environmental protection, beautification, animal-related issues
- Health and Human Services:** general, rehabilitative, mental, public protection/safety, youth development, social support, general human services
- Public/Society Benefit:** community improvement/development, philanthropy/volunteerism, capacity building, civil rights
- Youth**
- Other:** use category only if necessary

### Geographic Region Served

- Iowa City
- Coralville
- Lone Tree
- North Liberty
- Swisher
- Tiffin
- Johnson County
- Other (please specify)

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## Part 2 - Grant Description and Need

- Identify exactly what will be funded by the grant.
- Identify the specific needs and/or problems to be addressed by the grant.
- Quantify those needs and/or problems as relevant to our community.
- List any community partners collaborating on the activities outlined in this application and describe their involvement.
- Identify the population and the geographic area to be served.
- Identify the measurable objectives for your proposed project.
- Estimate number of people impacted by the project.
- Include a timeline for the entire project assuming a January 2011 award date.
- Describe the experience your organization has in providing services similar to those proposed in your grant request.
- Describe how the proposed grant relates to your organization's mission and goals.

## Part 3 - Budget and Financial Information

- Identify other funding that will support a portion of this project including funds which have been applied for but may not be secured at this time.
- Would your project be viable with partial funding? Please explain.

### Organization Balance Sheet (Assets & Liabilities)

Upload your organization's Balance Sheet for the most recently completed fiscal year AND the current fiscal year

- Organizational Balance Sheet for most recently completed fiscal year**
- Organizational Balance Sheet for current fiscal year**

### Budget for proposed grant

Upload budget for proposed grant

- Budget for proposed grant**

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## CEO Check List

- Identify exactly what will be funded by the grant.
- Identify the specific needs and/or problems to be addressed by the grant.
- Quantify those needs and/or problems as relevant to our community.
- List any community partners collaborating on the activities outlined in this application and describe their involvement.
- Identify the population and the geographic area to be served.
- Identify the measurable objectives for your proposed project
- Include the number of people who will be impacted by the project.
- Include a timeline for the entire project assuming a January 2010 award date.
- Describe the experience your organization has had in providing services similar to those proposed in your grant request.
- Describe how the proposed grant relates to your organization's mission and goals.
- Organizational Balance Sheet (Assets & Liabilities)
- A Project Budget (for project funding)

## GRANT APPLICATION SCORING and EVALUATION

**Application Scoring:** (Note: Point structure reflects current board policy.  
Point allocation may change from year to year.)

### **Community Need – 20 points maximum**

The grant requested addresses a very important community need.

### **Population Served - 20 points maximum**

The grant provides resources to a large number or a significant percentage (%) of the target population.

### **Project Design – 20 points maximum**

The grant request is well designed to meet the identified need.

### **Organization Qualifications – 20 points maximum**

The organization has appropriate experience and or capabilities.

### **Budget – 15 points maximum**

The budget is reasonable and cost effective and leverages other funding.

### **General Presentation – 5 point maximum**

Information complete, conforms to guidelines, clearly presented, depth appropriate to level of funding requested.