

COMMUNITY FOUNDATION OF JOHNSON COUNTY

Guidelines for completing the 2011 Grant Application

The Community Foundation of Johnson County (CFJC) announces the availability of funds for grants that will be awarded January 2012. The following is a description of the grant process and application requirements.

Historically, CFJC grants have supported requests in the following areas: projects, programs, and general operations in Arts / Culture / Humanities; Education; Environment / Animals; Health and Human Services; and Public / Society Benefit.

Due to the competitive number of applications received each year, 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 3, 2011

Funds Available:

Approximately \$120,000 will be available for granting. Most proposals approved have received between \$1,000 and \$10,000.

Process

Application materials are available at

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 online at info@communityfoundationofjohnsoncounty.org.

All applications must be received by 5 p.m., October 3, 2011. Questions about the process may also be directed to Mike Stoffregen by e-mail or phone at 319-337-0483.

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You will need to supply all the following information to complete the electronic application.

Contact Information

- Name and address of organization
- Contact person and title
- Phone number and email address
- Federal Non-Profit Tax Identification number

Application Information

- Grant Title
- Requested Grant Amount
- Period the Grant will cover

Geographic Service Area:

- Coralville only*
- North Liberty only *
- Lone Tree only *
- Tiffin only*
- Swisher only*
- Iowa City only
- Other/all Johnson County, please designate

** Applications serving one of these areas only will also be sent to the community fund for that area for evaluation / funding.*

Grant Categories: (Select One)

- Program or project based:** specific activity, project or program
- Capital projects:** capital equipment or for the building of or physical improvement of something
- Operational Support:** general operational support

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

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

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Executive Summary: (In 100 words or less describe what is proposed for funding e.g. what, why, when, by whom, benefitting how many, and the outcomes anticipated).

Examples of responsive answers to some of the following points under Grant Description, plus appropriate examples of submissions of Financial Information have been provided (see Grant Application Example at www.communityfoundationofjohnsoncounty.org/pages/grants-from-the-endowment.php).

Grant Description:

- Identify what the grant will fund.
- Identify specific needs and/or problems the grant will address.
- Quantify those needs and/or problems as relevant to our community.
- Identify the population and the geographic area to be served.
- Estimate the number of people who will be impacted by the grant.
- List the measurable objectives for your proposed grant.
- Identify the entire grant timeline assuming a January 2012 award date.
- List any community partners collaborating on the activities outlined in this application and describe their involvement.
- Describe your organization's experience in providing services similar to those proposed in your grant request.
- Describe how the proposed grant relates to your organization's mission and goals.

Financial Information:

- Budget for proposed grant, known as Grant Budget
 - o Any additional explanation / comments
- Organizational Balance Sheet (see 2011CFJCGrantApplicationExample). If in electronic format, attach as a pdf)
- Organizational Profit and Loss for current fiscal year and past fiscal year
 - o Any additional explanation / comments
- (If organization is part of a larger entity, do not include large entity budget. Please list that entity, and include the amount of support from them.)
- Identify other grants that will support this CFJC grant including funds which have been applied for but may not be secured at this time.
- In 100 words or less discuss the viability of this grant if only partial funding is provided by CFJC.

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Section IV. Financial Information

GRANT BUDGET

Please use this standardized budget format for your CFJC grant application. And, please identify other grant funds that your organization has applied for but not yet been awarded in the section "income source."

Organization Name: _____

Grant title: _____

Grant budget for the period beginning _____ to _____ .
mm / dd / yyyy mm / dd / yyyy

INCOME			EXPENSE			
<i>line #</i>	<i>Source</i>	<i>Amount</i>	<i>line #</i>	<i>Type</i>	<i>Amount</i>	
1	Government grants / contracts (<i>specify below</i>)	_____	1	Employee compensation	_____	
2	Foundations (<i>specify below</i>)	_____	2	Fringe benefits and payroll taxes	_____	
3	Corporations	_____	3	Consultants and professional fees	_____	
4	Religious institutions	_____	4	Travel	_____	
5	United Way Campaign	_____	5	Equipment	_____	
6	Individual contributions	_____	6	Supplies	_____	
7	Fundraisers and products	_____	7	Training	_____	
8	Membership income	_____	8	Printing/copying	_____	
9	In-kind support	_____	9	Phone/fax/internet	_____	
10	Earned income (<i>fees for service, consulting, etc.</i>)	_____	10	Postage	_____	
11	Other (<i>specify below</i>)	_____	11	Rent and utilities	_____	
12	Other (<i>specify below</i>)	_____	12	Website and tech support	_____	
13	Other (<i>specify below</i>)	_____	13	Other (<i>specify below</i>)	_____	
14	Other (<i>specify below</i>)	_____	14	Other (<i>specify below</i>)	_____	
15	Other (<i>specify below</i>)	_____	15	Other (<i>specify below</i>)	_____	
TOTAL INCOME		\$0	TOTAL EXPENSE		\$0	
					BALANCE	\$0

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Line #	Income/Expense	Provide specifics and additional details, if applicable:

Name of preparer of grant budget worksheet

NOTE: The deadlines and selection dates are as follows:

October 3	Deadline for submission of grant application for December awards
December 15	Date of approval and announcement of awards
Early January	Funding

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Before filing your application, please review the following scoring and evaluation criteria to make sure you have addressed each to the greatest extent possible.

Community Foundation of Johnson County GRANT APPLICATION SCORING and EVALUATION

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.

Grant Design – 20 points maximum

The grant request is well designed to meet the identified need. Consider what is proposed for funding, the objectives, timeline and appropriate partnerships.

Organization Qualifications – 20 points maximum

The organization has appropriate experience and or capabilities.

Financial Information – 15 points maximum

Financial materials are appropriate, cost effective and leverage other funding.

General Presentation – 5 point maximum

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