

CLAY COUNTY COMMUNITY FOUNDATION

Information and Guidelines for Simple, Standard and Impact Grants

The purpose of the Clay County Community Foundation is to connect donors who care with causes that matter, and to serve as a trusted resource for addressing issues that impact the quality of life in our county.

The Clay County Community Foundation distributes funds to non-profit organizations in Clay County each year, thanks to support from the Iowa Legislature and local donors. As a result, applications for CCCF Simple, Standard and Impact Grants are accepted from non-profit organizations and local governmental entities for projects that positively impact quality of life in Clay County.

Clay County Community Foundation funds can be used for broad, flexible purposes, including: assisting arts and culture, economic development, education, environment, health and human services, recreation areas and supporting high-impact community opportunities. Funds are intended for new projects or for the enhancement or expansion of existing services, programs or facilities. **PLEASE NOTE:** On-going operational expenses of an organization are not eligible for grant funding.

TYPES OF GRANTS AVAILABLE:

A. Simple Grant: Applicants seeking amounts under \$3,000 will use the Simple Grant Application form

B. Standard Grant: Grant requests may range from a \$3,000 minimum to a \$10,000 maximum. Applicants will use the Standard/Impact Grant Application Form.

C. Impact Grant: These requests may range from \$10,001 to \$25,000. The application process for this grant begins with a Letter of Intent to Apply, submitted to the CCCF by November 15. Letter should be submitted electronically to the CCCF via its email address at infocccf@gmail.com. In this letter, (a maximum of 2 pages) the following items should be included:

1. Description of the organization applying
2. Description of the project
3. Overview of funding sources and the grant amount requested
4. Impact the project will have on Clay County communities
5. Contact information for person in charge of the project.

Applicant may be required to attend an interview with the CCCF Board of Directors during the review process. Notification of approval to move forward will be received in early December. If selected as a finalist for an Impact Grant, applicants must complete the Community Betterment/Impact Grant Application Form. Applicants may not apply for a standard Community Betterment Grant at the same time they are being considered for an Impact Grant. If not approved to move forward with the Impact Grant, applicant may then submit an application for a standard Community Betterment Grant during the current grant cycle.

APPLICATION PROCESS AND DEADLINES

Standard and Simple Grant Applicants must:

1. Electronically submit a completed Standard Grant Application or a Simple Grant Application and required supporting documents (*see page 3 for list*) online through the CCCF website at claycofoundation.com by midnight on January 15th.
2. Submit PRINTED application form (either Standard or Simple) and required supporting documents to the CCCF Administrative Office, c/o Community Foundation of Greater Des Moines, postmarked by January 15th.

Impact Grant Applicants must:

1. Submit a letter of intent online at claycofoundation.com by November 15th. (*See page 1 for letter format*)
2. If accepted as a finalist, applicant will complete the Impact Grant application online at claycofoundation.com and submit, with required supporting documents, by January 15th.

If the deadline falls on a weekend or holiday, both electronic submission and postmark deadlines are the first working day after January 15.

If you have questions, please send an email to infocccf@gmail.com

Eligibility

Eligible CCCF Simple, Standard or Impact Grant applicants must be 501(c)(3) non-profit organizations OR units of local government. If neither of these applies, applicant may utilize an eligible Fiscal Sponsor. Generally, CCCF will not consider grants for religious purposes, political activities, endowment, annual fund drives, individuals, capital campaigns, budget deficit or general operating expenses.

CCCF Prioritized Needs (in no particular order)

Economic Development/Quality Job Creation – Focus is on innovative non-traditional economic development activities, i.e. youth entrepreneurial development programs, artist entrepreneurship programs, microenterprise lending programs, etc. and creation of new jobs or expansion of existing jobs.

Activities (Cultural, Recreational, Social and Educational) – Special emphasis is placed on activities that bring people together throughout the county, and that bring people to the county.

Parks and Outdoor Recreation Facilities – This includes trails, campgrounds and other recreational facilities.

Utilize and Support Existing Organizations, Resources, Services and Facilities that Contribute to Quality of Life – Includes projects to more effectively market or make services and programs more fully available to people, whether through better marketing or through efforts to accommodate employed parents schedules, or the scheduling preferences or requirements of senior citizens, youth individuals with special needs, etc.

Health and Human Services – This includes projects offering mental health, medical or dental services and those providing other assistance resources to the community or efforts to help residents find those resources.

REVIEW OF GRANT APPLICATIONS:

Applications for funding will be based on the following criteria:

CATEGORIES	% of Total Score	Points
Need and Impact – Why is a CCCF Community Betterment Grant needed to make this project happen? What will be the result of this project? Describe individuals impacted by this project. How will Clay County communities be enhanced or improved by this project?	60	30
Applicant's Ability to Carry Out Project – Is this a start-up project or service? Does the applicant have a record of effective service? Is the applicant qualified and prepared to take on the project?	20	10
Funding Sources – Has the applicant secured matching or in-kind funding? Is the budget realistic? Will the project be possible without CCCF funding?	10	5
Evidence of Broad-based Community Support – Does the applicant have financial or volunteer support for the project?	10	5
Total Points Possible		50

Standard/Impact Grant Application Checklist

Make sure you have completed/included the following:

1. One completed online Grant Application with supporting documents (*see below*) via CCCF website at claycofoundation.com
2. One completed, PRINTED and mailed copy of the Grant Application, along with the required supporting documents to: CCCF Administrative Office
c/o Community Foundatin of Greater Des Moines
1915 Grand Avenue
Des Moines, IA 50309
3. Supporting Documents include:
 - Current copy of IRS Determination ruling letter, unit of local government verification letter or Fiscal Sponsorship Agreement form
 - Names and titles of organization leadership, including trustees, directors, board officers and key staff personnel
 - Organization's current operating budget, including a list of principal sources of income
 - (*Optional*) Any attachments that will help clarify organization's project

Simple Grant Application Checklist

1. One completed online Grant Application
2. One completed, PRINTED copy of the Grant Application and mailed to address above
3. Both submissions must include a current copy of the IRS Determination ruling letter

