



Warren County
PHILANTHROPIC
PARTNERSHIP

Grant Writing Workshop

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The Application

Grant Type:

- Community Grants
- High Impact Grants
- Trails Grants

2020 GRANT APPLICATION

Grant application must be typed, not hand-written.

Applying Organization: _____
Address: _____ City/State/ZIP: _____
Phone Number: _____ Website: _____
Contact Person: _____
Contact Person's Title/Relationship with Organization: _____
Contact Person Phone Number (if different): _____
Email _____

Is your organization an IRS 501(c)3 nonprofit? Yes No
If not a 501(c)3, is your organization a 170(b) unit of government? Yes No

If no to both, you must have a fiscal sponsor. A fiscal sponsor is an organization or party who receives the money on behalf of the grant applicant and who is responsible for disbursing the money for the project and maintaining appropriate documentation (receipts, etc.). The entity serving as the fiscal sponsor must be a section 501(c)(3) or section 170(b) unit of government.

If using a fiscal sponsor, the attached Fiscal Sponsor Agreement must be completed by the fiscal sponsor.

Applying Organization's IRS Tax ID or the IRS Tax ID of the Fiscal Sponsor: _____

GRANT TYPE:

Select only one grant type. For description and requirements for each grant type, see online instructions.

- Community Grant (\$500 to \$5,000)
 High Impact Grant (up to \$25,000)
 Trails Grant (up to \$500 toward a project benefiting the Warren County trails system)

PROJECT TYPE:

Capital-Based

A Capital-based request refers to the building of or the physical improvement of something, or a project that helps maintain or improve an asset, such as equipment, new construction, renovation or replacement.

Program-Based

A Program-Based request refers to activities or general programmatic support, such as purchase of educational materials, equipment or items needed to support a program or specific service.

AREA OF FOCUS:

Select only one area of focus. For description and understanding of areas of focus, see the online instructions.

- Arts, Culture & Humanities Education Human Service
 Health Environmental & Animals Community & Economic Development

ABOUT THE PROJECT:

Name of the Project: _____

Brief one to two sentence description of the project: _____

Total Cost of the Project \$ _____ Total Amount Requesting from WCPP \$ _____



Community Grants

- \$500 to \$5,000
- For small or large projects



High Impact Grants



Now up to \$25,000



High Impact Grants

- Up to \$25,000
- For larger projects effecting a larger percentage of county population
- May impact county's marketability or tourism



High Impact Grants

Intent to Apply Form

- Determines qualifying projects before organizations spend time applying
- Forms online, due Feb. 7
- Qualifying organizations invited to apply

No Intent to Apply form needed for Community & Trails grants.



Trails Grants

- Up to \$500
- Priority given to maintenance needs
- May also consider beautification and amenities



The Application

Project Type

- **Capital-based** – Infrastructure, construction and renovations
- **Program-based** – Programmatic support, such as materials



The Application

Area of Focus

- Arts, Culture & Humanities
- Education
- Human Services
- Health
- Environment & Animals
- Community & Economic Development



What's New?

- Only one application for all grant types
- Fewer questions
- Brief description – keep it brief!
- Project Description limited to 450 words

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What's New?

- New Budget Worksheet

GRANT BUDGET WORKSHEET		
An example of a completed budget is available on our website.		
A	TOTAL AMOUNT REQUESTING FROM WCPP \$	
B	FUNDING FROM ALL OTHER SOURCES OTHER THAN THIS GRANT <i>This includes other grants received, contributions, matching funds, completed fundraising, allocated capital, etc.</i>	
#	Item	Amount (\$)
1		
2		
3		
4		
5		
<i>Total funding from sources other than this grant</i>		
C	IN-KIND CONTRIBUTIONS <i>Formal estimates/bids are required for in-kind contributions. Volunteer hours are not included as in-kind contribution. Please attach bids, letter(s) of commitment and proof for in-kind donations</i>	
#	Item	Amount (\$)
1		
2		
3		
<i>Total In-Kind Contributions</i>		
D	TOTAL PROJECT COST <i>PLEASE NOTE: SECTION D MUST EQUAL THE TOTAL OF SECTIONS A, B and C.</i>	



What's New?

- **New Fiscal Sponsor Agreement**



Grant Application Fiscal Sponsorship Agreement

This form is only needed when a grant applicant is using a "fiscal sponsor" – an organization or party that will be responsible for receiving and managing grant dollars on behalf of the applicant. An applicant will need a fiscal sponsor when the applicant is neither a 501(c)(3) or section 170(b) unit of government.

An example of a fiscal sponsor is when the City of XYZ is accepting and managing money on behalf of City XYZ's Parks and Recreation Department (applicant).

Fiscal Sponsor/Legal Applicant: _____
Fiscal Sponsor/Legal Applicant's IRS Tax ID#: _____
Fiscal Sponsor Address: _____ City/State/ZIP: _____
Fiscal Sponsor Phone: _____ Email _____
Applicant/Sponsored Organization: _____
Project Name: _____

Fiscal Sponsor/Legal Applicant, hereafter referred to as the **Sponsor**, has agreed to serve as a fiscal/program sponsor for the **Applicant**, the organization conducting the project, hereafter referred to as the **Sponsored Organization**, as outlined in the attached application and supporting materials. The Board of Directors of the **Sponsor** has passed a resolution adopting the **Sponsored Organization's** project as a program or project consistent with the Sponsor's purpose and mission. The Sponsored Organization's financial activities will be accounted for as a program of the Sponsor for IRS auditing and financial reporting purposes.

Since the **Sponsored Organization** is *not* recognized by the IRS as a charitable tax-exempt entity, the **Sponsor** must exercise full control over the Sponsored Organization's financial administration, management and disbursement of funds resulting from this grant application. **The Sponsor** has delegated _____ (name of person(s)) as responsible for fulfilling of these accounting and reporting functions subject to the ultimate authority of the Board of Directors of the Sponsor. The Sponsor is responsible for ensuring completion of timely reports and submission of necessary financial statements to the Warren County Philanthropic Partnership's Administrative Office. Failure to ensure timely reporting on behalf of the Sponsored Organization/Sponsor will also result in a loss of good standing. This agreement will be in effect from the date of a grant award to support the above-named project until the grant funds are expended, and the final report has been submitted and accepted.

We agree to the terms stated above in this agreement:

Legal Applicant/Fiscal Sponsor Representative Signature

Printed Name

Date



Committee Scoring



SCORING MATRIX

- Does **Project Description** demonstrate goals, show partnerships and impact?

Excellent, Outstanding or Very Good (11 to 15 points per box)	Good, Strong, or Adequate (6 to 10 points per box)	Poor, Weak, or Inadequate (1 to 5 points per box)
Project Description	Project Description	Project Description
<p>Goals</p> <p>Goals state the strong need for the project</p>	<p>Goals</p> <p>Goals adequately state the need for the project</p>	<p>Goals</p> <p>Goals poorly state the need for the project</p>
<p>Partnerships</p> <p>Strong evidence of community support/partnerships.</p>	<p>Partnerships</p> <p>Some evidence of community support/partnerships</p>	<p>Partnerships</p> <p>Little to no evidence of community support/partnerships.</p>
<p>Impact Indicators</p> <p>Very evident how this project will enhance the community</p>	<p>Impact Indicators</p> <p>Some evidence of how this project will enhance the community</p>	<p>Impact Indicators</p> <p>Little evidence of how this project will enhance the community</p>



How to Be Successful

Read Guidelines and Instructions Carefully!

- Submit online or download and mail
- Remember to submit original plus five copies
- Sign all copies
- Include supporting documents
- Complete budget worksheet properly



Important Dates

Meet All Deadlines!

- Intent to Apply form due Feb. 7
- **Applications due March 2**
 - Hard copies postmarked by 5 p.m.
 - Online submitted by 11:59 p.m.



Questions?





Warren County
PHILANTHROPIC
PARTNERSHIP



Warren County Philanthropic Partnership is an affiliate of the
Community Foundation of Greater Des Moines.