Grant Writing Workshop
Joe Schettler | Jovanka Westbrook | Pat Brehse
Emily Roush-Bobolz
The Application

Grant Type:

- Community Grants
- High Impact Grants
- Trails Grants
Community Grants

- $500 to $5,000
- For small or large projects
High Impact Grants

BIG NEWS
for Warren County organizations!

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
What’s New?

• New Budget Worksheet

<table>
<thead>
<tr>
<th>GRANT BUDGET WORKSHEET</th>
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<tbody>
<tr>
<td>An example of a completed budget is available on our website.</td>
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</tbody>
</table>

| A | TOTAL AMOUNT REQUESTING FROM WCPP | $ |
| B | FUNDING FROM ALL OTHER SOURCES OTHER THAN THIS GRANT |
|   | This includes other grants received, contributions, matching funds, completed fundraising, allocated capital, etc. |
|   | # | Item | Amount ($) |
| 1 |   |      |            |
| 2 |   |      |            |
| 3 |   |      |            |
| 4 |   |      |            |
| 5 |   |      |            |
|   | Total funding from sources other than this grant |

| C | IN-KIND CONTRIBUTIONS |
|   | Formal estimates/bids are required for in-kind contributions. Volunteer hours are not included as in-kind contribution. Please attach bids, letters of commitment and proof for in-kind donations |
|   | # | Item | Amount ($) |
| 1 |   |      |            |
| 2 |   |      |            |
| 3 |   |      |            |
|   | Total In-Kind Contributions |

| D | TOTAL PROJECT COST |
|   | PLEASE NOTE: SECTION D MUST EQUAL THE TOTAL OF SECTIONS A, B, AND C. |
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) nor section 170(b)(1) 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 the 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

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

<table>
<thead>
<tr>
<th>SCORING MATRIX</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Description</strong></td>
</tr>
<tr>
<td><strong>Goals</strong></td>
</tr>
<tr>
<td>Goals state the strong need for the project</td>
</tr>
<tr>
<td><strong>Partnerships</strong></td>
</tr>
<tr>
<td>Strong evidence of community support/partnerships</td>
</tr>
<tr>
<td><strong>Impact Indicators</strong></td>
</tr>
<tr>
<td>Very evident how this project will enhance the community</td>
</tr>
</tbody>
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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 is an affiliate of the Community Foundation of Greater Des Moines.