Application Guidelines and Instructions

Prerequisites

Your application will be considered if the following criteria are met:

- The project is in Warren County, Iowa, or directly serves Warren County, Iowa, residents.
- The applying organization is a 501(c)3 nonprofit organization or 170(b) unit of government (city, county or school).
- If the applying organization is not a 501(c)3 or 170(b), a fiscal sponsor* has agreed to be legally and financially responsible. (The fiscal sponsor must be a 501(c) or 170(b).)
- Final Evaluation forms for any previous WCPP grant awards have been completed and approved by WCPP prior to submitting a new application. If previous project has not been completed, an approved request for an extension must be established before submitting a new application.

* A fiscal sponsor is an organization or party who receives the money on behalf of the applying organization, 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 501(c)3 or 170(b) and sign the Fiscal Sponsor Agreement attached to the application.

Requirements

If your organization meets all prerequisites, please apply following these requirements:

- **Meet Application Deadlines:** Hard copy applications must be postmarked by 5 p.m. March 4 and online applications must be submitted by 11:59 p.m. on March 4.
- **Intent to Apply Form:** Organizations interested in a High Impact Grant ($5,001 - $25,000) must submit an Intent to Apply Form and be invited to apply. (This is not required if applying for Community or Trails grants.) **Deadline to submit an Intent to Apply Form is Feb. 11, 2022.** Organizations who are invited to proceed with applying for a High Impact Grant will be notified within one week and have until the application deadlines stated above.
- **Online Applications:** Applications submitted online must have all required documents uploaded with the application or a note indicating that required documents will be mailed or emailed. Required documents that are mailed or emailed must still arrive by the application deadline on March 4, 2022.
- **Non-Online Applications:** Hard copy applications are also accepted. Application must be typed to be considered. Hard copy applications must include the original completed application PLUS five (5) copies of the application.
- **Signature Required:** Online applications require an electronic signature and hard copy applications (including ALL copies) must be signed.
- **Include Supporting Documents:** All applications should include the following additional documents. Hard copy applications must include these documents with each copy. Online applications must have these documents uploaded with the online application. Supporting documents to include in the application:
  - A completed **Fiscal Sponsor Agreement** if the applying organization is using a fiscal sponsor.
  - Documents to support your Budget Worksheet, including Letters of Commitment from other funding sources and proof of In-Kind Contributions.
We **DO NOT** need website or catalog pricing, estimates, images, renderings, etc. for what you plan to do or purchase with the grant money. We only need proof of additional funding, if you have additional funding, and proof of in-kind contributions, if you have in-kind contributions. Instead, please use the grant narrative space to explain how you will spend the money.

We are putting the trust in applicants to spend the grant dollars correctly and wisely, without the need to see an itemized list of planned purchases, website/catalog pricing or images of what the completed project may look like.

**WCPP no longer requires a copy of the Federal IRS tax-exempt letter. The applying organization or fiscal sponsor's IRS status will be vetted by the Community Foundation of Greater Des Moines using the tax ID number provided on the application. Please do not include your IRS tax-exempt letter.**

The application must be completed properly and contain all required elements to be qualified for the grant award. Submitting an incomplete application will remove your proposal from the grant scoring process.

**UNDERSTANDING THE APPLICATION**

**Grant Type**

Warren County Philanthropic Partnership currently offers three grant options:

- **Community Grant**: In an amount between $500 and $5,000. For Community Grants, we are looking for applications which:
  - Are for small to large projects which benefit a single community, smaller percentage of the citizenship or for the entire county.
  - Address a community need in a community within Warren County or for the entire county.
  - Successfully shows the need and how funds will cover equipment, capital and program items necessary to support the community need.

- **High Impact Grant**: In an amount between $5,001 and $25,000. For High Impact Grants, we are looking for applications which:
  - Are for larger investment projects that benefit multiple communities and a larger percentage of the citizenship of the entire county.
  - Address a significant community issue or need, especially a need effecting the entire county.
  - Demonstrates considerable impact on the county, such as a project that could increase the marketability of the county, has an effect on tourism or on economic development for the entire county.
  - Presents an innovative or creative way to strengthen the county with vision toward future growth and development.
  - Encourages cooperation and partnerships and reduces duplication of services among organizations.

- **Trails Grant**: In an amount up to $500, awarded to a project specifically benefitting a recreational walking or cycling trail or the entire trail system located within Warren County. For Trails Grants, preference will be given to:
  - Projects going toward the maintenance and improvement of trails due to damage or aging.
  - Projects improving the safety, use and accessibility of the trails.
  - Although priority is given toward maintenance and improvement, we may also consider projects which lead to the beautification and aesthetic appeal of the trails, as well as projects providing something missing from the trail such as benches or drinking fountains.
May be awarded to the county, county entities or organizations which support trails or to a city where a trail is located.

Trails Grants are open year-round without a specific deadline for submitting. While Trails Grant applications are open year-round, only one will be awarded in a calendar year.

Project Type

Projects should fall under one of two types:

- **Capital-Based**: request refers to the building of or physical improvement or a project that helps maintain or improve an asset, such as equipment, new construction, renovation or replacement.
- **Program-Based**: request refers to activities or general programmatic support, such as purchase of educational materials or items needed to support a program or service.

Awards will not be made for general operating expenses, for politically sensitive or religious purposes, debt relief or budget deficits, salaries or labor, office rent, utilities, festivals or one-time events, consumable items, fundraising or endowments.

Program Areas of Focus

Applications should fall under one of these focus areas:

- **Arts/Culture/Humanities**: Museums, historic preservation, exhibits
- **Education**: Schools (all ages), adult learning programs
- **Environment/Animals**: Environmental protection, beautification, animal-related issues
- **Health**: General public health, rehabilitation, mental health
- **Human Services**: Public protection and safety, recreation, youth development (other than education), food insecurity, general human services
- **Community and Economic Development**: Community improvement and development, volunteerism, capacity-building, tourism, civil rights

Project Budget Worksheet

This section of the application may be one of the most important areas to have accurate. Please read carefully:

- **Consider the current project plan.** The project budget should only include information that pertains to the current, specific project for which funds are being requested.
  - If the project spans multiple counties or includes subprojects, do not submit budget information for the overall, larger project. Only submit budget information for the portion in Warren County.
  - Do not include information for future phases of the project. Only include information for the current plan which can be completed with the amount requesting and can be completed in the time allowed (nine months).

- **Do you have additional funds to support the project?** Sources of additional funding may include other grants, donated money and money raised through a fundraiser. Do not include expectations of future fundraising events. Letters of commitment as proof of additional funding could include, for example, a letter from someone with your organization stating your organization will use existing budget dollars or a copy of a letter or email showing you were awarded another grant to go toward this project.

- **Do you have other contributions to the project?** In-kind contributions may be material donations or equipment use donated during the project, but donation of time and volunteer hours may not be included.

- **A sample budget is available to help you!** Your application may score very well in most areas and may be competitive, but if may not score as well in the budget area if it is without matching funds and other sources of funding.
Grant funds may not be used for items or services purchased before the grant is awarded, nor for items or services not listed in the project budget.

We no longer need an itemized list of planned purchases on the Budget Worksheet, nor copies of website or catalog pricing, estimates, images, renderings, etc. for what you plan to do or purchase with the grant money. We only need proof of additional funding, if you have additional funding, and proof of in-kind contributions, if you have in-kind contributions. Instead, please use the grant narrative space to explain how you will spend the money.

We are putting the trust in applicants to spend the grant dollars correctly and wisely, without the need to see an itemized list of planned purchases, website/catalog pricing or images of what the completed project may look like.

Grant applications with incomplete project budget information will be disqualified.