

# MAHASKA COUNTY COMMUNITY FOUNDATION

Building a Firm Foundation for the Future

PO Box 207, Oskaloosa IA 52577 • [www.MahaskaFoundation.org](http://www.MahaskaFoundation.org) • [GrantAdmin@mahaskafoundation.org](mailto:GrantAdmin@mahaskafoundation.org)

## 2017 Grant Application Instructions

Dear Mahaska County Community Organization,

We are pleased to announce the availability of the 2017 Mahaska County Community Foundation grants. The Mahaska County Community Foundation (MCCF) was formed in 2005 to coordinate and provide philanthropic support for community betterment projects in Mahaska County. The Foundation is made up of community-minded individuals who have the ability to assess community needs, implement asset development, evaluate area grant applications, encourage partnerships and initiate activities to enhance Mahaska County. Each year the Foundation makes grant awards to worthwhile projects located in the county. Our foundation's areas of emphasis include:

\* Arts & Culture

\* Health & Human Services

\* Community Betterment

\* Recreation & Environment

\* Education

\* Youth Development

The Mahaska County Community Foundation makes grants to I.R.S. 501(c)(3) 'tax exempt' organizations and 170(b) 'unit of government' organizations to assist in fulfilling the Foundation's mission. Our Foundation promotes endowment building, community grantmaking, organizational collaboration, and public leadership for the benefit of the Mahaska County area.

Grant amounts are dependent upon the allocation of funds available to the Community Foundation each fiscal year and are limited to organizations located in and projects serving Mahaska County. There is approximately \$100,000 available for 2017 grants. Since 2006 MCCF has granted over \$900,000 to local Mahaska Community organizations.

**Grants must be submitted electronically.**

**The deadline for submitting the completed application is Friday, March 24, 2017 by 3 p.m.**

If you have concerns regarding the electronic submission of your grant application and supporting documentation, please email [GrantAdmin@mahaskafoundation.org](mailto:GrantAdmin@mahaskafoundation.org) or call an MCCF Board member (listed on page 3). *Manually submitted grant applications will only be accepted with prior MCCF Board approval.*

### Mahaska County Community Foundation Mission:

The mission of the Mahaska County Community Foundation ("MCCF") is to assist local organizations to accomplish great things in Mahaska County. To do so, it will promote endowment building, community development, grant making, organizational collaboration, and public leadership for the benefit of Mahaska County's residents.

### Funds Available:

MCCF has approximately \$100,000 available to award in grants for fiscal year 2017. This money represents Mahaska County's portion of ½ of 1% of all the gambling revenue earned in the State of Iowa. These funds were equally distributed to those counties which do not contain gambling establishments. In addition to these State funds, MCCF will be looking to local donors to contribute to the fund to allow even greater levels of assistance to Mahaska County organizations in future years. Through the mechanism of endowment funds, charitable minded individuals can establish funds to build a permanent source of charitable assets to meet emerging, as well as existing needs in our community.

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### Principles for Grant Making:

The Board of Directors of the MCCF will apply the following principles when determining who will receive grant funds:

- The applying organization must be located in Mahaska County, and must be involved in a charitable purpose that pertains to the civic, educational, recreational, and/or benevolent needs of the citizens of Mahaska County.
- Unless the applicant is a government entity, the applying organization must have 501(c) (3) status under Internal Revenue Service rules. If the organization does not have 501(c) (3) status, it must coordinate the application with a “fiscal agent” organization which does meet this criterion. All grant applications must include evidence of the 501(c) (3) status of the applicant. If a fiscal agent is involved, both the 501(c) (3) status and the agreement of the fiscal agent to act on behalf of the applicant must be documented.
- Emphasis will be placed on applicants that are involved with capital projects, are creating services not presently offered to the community, and/or are involved with creative and innovative programs. All grants are made with the intention of enhancing the quality of life for Mahaska County citizens.
- Increased consideration will be given to those projects which have obtained elements of support from other sources, either in the form of cash or “in-kind” contributions (such as donated labor or materials).
- All efforts will be made to ensure that, over time, grant recipients will represent the entire geographic spectrum of Mahaska County. In addition, projects that appeal to and benefit broad segments of the population will receive special consideration.
- Currently, grant requests will not be restricted to a minimum or maximum amount of dollars.

### MCCF Does Not Fund:

- Completed projects or projects already in progress
- Projects that have current budgeted support
- Emergency repairs/purchases
- Elimination of deficits
- Reduction of debt
- Ongoing project support and operating support

### Scoring:

The applications will be evaluated using the following 100 point criteria:

1. Planning ..... 20 points
2. Demonstrated Need, Public Demand ..... 20 points
3. Leveraged Activity/Matching Funds ..... 20 points
4. Partnerships/Local Support ..... 10 points
5. Impact/Benefits ..... 10 points
6. Sustainability ..... 5 points
7. Creative/Innovative ..... 5 points
8. Feasibility (Timeline/Budget) ..... 5 points
9. Geographic Allowance ..... 5 points

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## 2017 Grant Application Instructions

### Application Instructions:

- 1) **The MCCF Grant Application is a Microsoft Word document posted online** at [www.mahaskafoundation.org](http://www.mahaskafoundation.org).
- 2) **The application is *not* an on-line form to be filled out. It must be saved to your computer's hard drive.** Clicking on the link may automatically open a "save as" window or it may open the document in a new window; your computer's defaults and configuration will play a role as to which process occurs.
- 3) **Please keep in mind the document must be saved before inputting data.** Make a note as to what you name your document (including the name or the entity requesting the grant is helpful) and where you save your application document for ease in accessing it later. The application can then be accessed as many times as necessary to complete your application. Once saved and located, fill out the requested application information. Do not worry if the document format changes; just make sure the information is placed under the correct headings.
- 4) **Once your application is completed**, please print or save a copy for your files.
- 5) **Submission of the application must be done electronically** by emailing it and any supporting documentation to [GrantAdmin@mahaskafoundation.org](mailto:GrantAdmin@mahaskafoundation.org). It is acceptable to convert your application to PDF before submitting but not required. Only electronic applications will be accepted and reviewed. However, should there be extenuating circumstances prohibiting your organization from an electronic/email submission, you can request and exemption to the electronic submission rule by submitting your case to the MCCF Board. Only upon their approval will a manually submitted application be accepted. Documentation showing the approval must be included with your application. For more information on this process, please call MCCF President Mike Broerman, 641.673.8336
- 6) **Successful Applicants:** Successful applicants will be notified by mail following the MCCF board meeting in April 2017. The grant must be expended within eighteen (18) months from the time of the grant letter agreement signature.
- 7) **Progress Reports:** A six month progress report and final report are required. Failure to complete these two reporting requirements may affect the organization's ability to receive another MCCF grant in the future and may require additional action regarding the organization's grant funds.
- 8) **Applicants' applications which fail to comply with any of the instructions listed above will not be reviewed.**

### Questions may be directed to any Mahaska County Community Foundation member:

President Mike Broerman: 641.673.8336, [mbroerman@mahaska.org](mailto:mbroerman@mahaska.org)  
Vice President Mike Sytsma: 641.673.7336, [mikeandstacey@mahaska.org](mailto:mikeandstacey@mahaska.org)  
Treasurer Amy Nossaman: 641.780.7719, [amy.nossaman@gmail.com](mailto:amy.nossaman@gmail.com)  
Secretary Calvin Bandstra: 641.673.8336, [cbandstra@bankiowa.bank](mailto:cbandstra@bankiowa.bank)  
Michelle Moore: 641.932.3031, [michelle.moore2@ia.usda.gov](mailto:michelle.moore2@ia.usda.gov)  
Margaret Ratcliff: 641.673.8603, [mratcliff@midwestone.com](mailto:mratcliff@midwestone.com)  
Madonna Bowie: 641.673.8278, [bweosk@mahaska.org](mailto:bweosk@mahaska.org)

### SUBMIT GRANT APPLICATION AND SUPPORTING DOCUMENTS TO:

[GRANTADMIN@MAHASKAFOUNDATION.ORG](mailto:GRANTADMIN@MAHASKAFOUNDATION.ORG)

APPLICATIONS MUST BE ELECTRONICALLY RECEIVED BY **MARCH 24, 2017 NO LATER THAN 3:00 P.M.**