

**MAHASKA COUNTY COMMUNITY FOUNDATION**

**Building a Firm Foundation for the Future**

PO Box 207, Oskaloosa IA 52577 • www.MahaskaFoundation.org • GrantAdmin@mahaskafoundation.org

**2020 MCCF Grant Application Summary**

Organization conducting project: \_\_\_\_\_

Total Project: \_\_\_\_\_ Total Grant Request: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone & Email Address: \_\_\_\_\_

Type of Project :      **Capital** (Building of, physical improvement)      **Program** (Operational, activity, equipment, general support)

Brief Project Summary:

----- For Review Committee Notes and Scoring – Do not write below this line -----

Notes

Grant Award History

SCORING	POINTS POSSIBLE	POINTS GIVEN
Planning	20	
Demonstrated Need/Public Demand	20	
Partnership/Local Support	10	
Leveraged Activity/Matching Funds	20	
Creativity/Innovation	5	
Sustainability	5	
Feasibility, Timeline & Budget	5	
Impact/Benefits	10	
Geographic Allowance	5	
<b>TOTAL</b>	<b>100</b>	

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### 2020 MCCF Grant Application – Introduction

**Mission Statement:** 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.

**What we support:** MCCF 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
- Community Betterment
- Education
- Health & Human Services
- Recreation & Environment
- Youth Development

#### 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

#### Eligibility to apply for funding:

Tax exempt, non-profit entities classified by the IRS as 501(c)(3) or a 170(c)(1) governmental entity  
If not a 501(c)(3), must have a fiscal sponsor who will be legally and financially responsible

#### Application Submission Details

- Application and all supporting documents must be submitted electronically to [GrantAdmin@mahaskafoundation.org](mailto:GrantAdmin@mahaskafoundation.org) by the application deadline.
- Application deadline is **February 29, 2020 by 3:00 p.m.**
- Questions can be submitted via email to [GrantAdmin@mahaskafoundation.org](mailto:GrantAdmin@mahaskafoundation.org) or by phoning MCCF Treasurer Amy Nossaman, 641.780.7719

#### Definitions & Explanations:

Fiscal Sponsor is an organization that is receiving the money on behalf of the grant applicant and is responsible for disbursing the money for the project and maintaining appropriate documentation. This entity must be a 501(c)(3) or a 170(c)(1) unit of government in order to serve in this capacity. A fiscal sponsorship agreement must accompany the grant application if a fiscal sponsor is being used.

Organizations must be recognized by the Internal Revenue Service as tax-exempt, non-profit public charities under section 501(c)(3) or as a "unit of government" under Section 170(c)(1) to receive grant funding.

A 501(c)(3) is a section of the Federal Tax Code which establishes the criteria for tax-exempt charitable organizations.

Section 170(c)(1) refers to agencies that conduct activities to benefit the public at large, like public school, state universities, public libraries, and volunteer fire departments.

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**2020 MCCF Grant Application – Checklist**

Organizational information has been completed

Contact information has been completed

Project Summary has been completed

Project budget detail has been completed

Project narrative information has been completed

Project time line has been completed

Copy of 501(c) (3) IRS Determination letter attached to grant application or comparable proof of charitable exemption (i.e. A letter from a City confirming their status as a government entity)

Fiscal Sponsor agreement completed if a fiscal sponsor is being used.

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**2020 MCCF Grant Application – Applicant Information**

Organization conducting project:

Organization/Project Address:

Organization/Project Contact Person & Title:

Organization/Project Contact Person Phone & Email Address:

Project Title:

Applicant Requesting Funding or Fiscal Sponsor if the organization is not a 501(c)(3):

Federal Tax Identification Number of Applicant/Fiscal Sponsor (EIN):

Applicant/Fiscal Sponsor Address (if different from above):

Applicant/Fiscal Sponsor Contact Person (if different from above):

Applicant/Fiscal Sponsor Contact Phone & Email (if different from above):

Total Cost of Project:                      Amount Requested:

Estimated number of individuals served:

Type of Request (check one):      Program Based      Capital Based

*Program Based = Operational, activity, general programmatic support • Capital Based = The building of or physical improvement of something*

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**2020 MCCF Grant Application – Applicant Information (con't.)**

Project Areas of Focus (please check one):

Arts/Culture/Humanities

Human Services

Education

Environment/Animals

Public/Society Benefit

Health

Other

Description of Organization:

Description of Project:

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**2020 MCCF Grant Application – Questions of Purpose**

**PLANNING – 20 POINTS**

1. Describe your organizations charitable purpose/mission, program activities, and population served.
2. Describe your organization’s size, membership and leadership. Please include a list of your board members.
3. Briefly describe your organization’s history (year organized), major accomplishments, and goals.
4. Describe the proposed project including the project goals and objectives. Discuss the population it will serve. Describe any planning that went into the project. Describe any research, investigation and/or analysis your organization did on this project. If this project is a phase of a larger project, explain.

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**2020 MCCF Grant Application – Questions of Purpose (con't.)**

**DEMONSTRATED NEED/PUBLIC DEMAND – 20 POINTS**

5. Discuss the community needs for the project, the benefits for the community as a result of the project and the community support for the project.

**PARTNERSHIP/LOCAL SUPPORT – 10 POINTS**

6. Outline resources, partners, partnerships and/or local support that will assist with the project and what their support brings to the project. Attach letters of support at the end of the application.

**LEVERAGED ACTIVITY/MATCHING FUNDS – 20 POINTS**

7. Outline funding secured, applied for and proposed for the project and or matching funds listed on the project budget form. Demonstrate leveraging of other community, regional, or state investments. Clearly document both financial and non-financial services and their value.

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**2020 MCCF Grant Application – Questions of Purpose (con’t.)**

**CREATIVITY/INNOVATION – 5 POINTS**

8. Describe any creative components, innovations, or new ways of dealing with problems that will be addressed by your project.

**SUSTAINABILITY – 5 POINTS**

9. Who will administer this project? Please describe their qualifications to do so. Will there be ongoing expenses associated with this project including operations or maintenance costs? Explain how these will be addressed. If you do not receive this grant, will you be able to continue with the project?

**FEASIBILITY, TIMELINE & BUDGET – 5 POINTS**

10. What is the timeline for this project? Include project start, finish, and milestones in your timeline.

**IMPACT/BENEFITS – 10 POINTS**

11. Indicate desired impact and how you will measure and evaluate the results of the project. Be specific regarding community needs/issues your project will address.

**GEOGRAPHIC ALLOWANCE – 5 POINTS**

12. Projects that will affect communities within Mahaska County will be considered for grant awards.



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**2020 MCCF Grant Application – Project Budget**

<b>INCOME</b>				
<b>Source</b>	<b>Funds Secured</b>	<b>Funds Seeking</b>	<b>**In-kind</b>	<b>Total Amount</b>
MCCF				
Gov't Grants				
Foundations				
Corporations				
Individual Contributions				
Fundraising Events				
Other (Specify)				
<b>Total Income</b>				
<b>EXPENSE</b>				
<b>Source</b>	<b>Expenses funded by MCCF grant</b>	<b>In-Kind or Cash Match</b>	<b>Total Amount</b>	
Land Purchase				
Professional Services				
Construction Costs				
Construction Supplies				
Equipment Purchase				
Training Costs				
Personal Costs				
Other Expense (Specify)				
<b>Total Expense</b>				
<b>Balance (income – Expense)</b>				

**\*\*In kind gift:** When a foundation or entity contributes goods or services in lieu of providing monetary grants.

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**2020 MCCF Grant Application - Fiscal Sponsorship Agreement**

Date: \_\_\_\_\_

Fiscal Sponsor (Legal Applicant) : \_\_\_\_\_

Fiscal Sponsor Contact Person: \_\_\_\_\_

Fiscal Sponsor Email & Phone: \_\_\_\_\_

Fiscal Sponsor Full Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Sponsored Organization Conducting Project: \_\_\_\_\_

Project Name: \_\_\_\_\_

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

Since the **Sponsored Org.** is not recognized by the IRS as a charitable tax-exempt entity, **The Sponsor** must exercise full control over the **Sponsored Org.'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 Community Foundation's Administrative Office (contact information below). Failure to insure timely reporting on behalf of the **Sponsored Org./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

\_\_\_\_\_  
Sponsored Organization Representative Signature

\_\_\_\_\_  
Printed Name Date

\*Attached to this agreement the Fiscal Sponsor's 501(c)(3) Tax Exempt Determination Letter or comparable proof of charitable exemption. (i.e. A letter from a City, confirming their status as a government entity. Contact our Administrative Office with questions or for examples of a letter from a City.)

**Once your form is completed save and/or print a copy for your files, then click the "Submit Form" button to the right. The form will be emailed to MCCF. Please make sure to note your organization and MCCF Grant Application in the subject line. This saved form can also be added as an attachment through your email program.**