

# Sioux Center Community Foundation – Grant Application Packet

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## ELIGIBILITY TO APPLY

To be eligible to apply, you must demonstrate all the following characteristics:

- I. A nonprofit, legally tax-exempt organization.
- II. Located in and/or serving primarily the immediate Sioux Center area.
- III. Serving a charitable purpose by enhancing the quality of life in Sioux Center.
- IV. Applicants awarded a grant are not eligible to receive a grant in the following year.

## PURPOSE FOR GRANT MAKING

- I. The Foundation makes grants to support creative and innovative programs, current or emerging charitable opportunities, services not presently offered and occasional capital projects – all of which should enhance the quality of life in the community. **Grants are not made in support of annual operating budgets or of projects normally included therein.**
- II. Especially interesting are projects proposed by coalitions of service providers, by those likely to gain support from matching fund arrangements, and by those who have resources already committed including financial support, in-kind support, and a volunteer component (if applicable).
- III. Projects funded should not represent significant duplication of initiatives already undertaken by other nonprofit agencies.
- IV. Requests will generally be denied for multi-year grants, crisis intervention, current budget support, elimination of deficits, reduction of debt, or funding of completed projects.
- V. Special attention will be given to projects that apply to broad segments of the Sioux Center population.
- VI. Low priority will be given to programs or projects of churches which have a narrowly sectarian purpose. However, programs will be considered if they have an ecumenical base or are designed to serve persons in need of food, clothing, shelter or counseling without regard to their religious affiliation.
- VII. **Grant requests are capped at \$5,000.00, unless the board directs additional provisions.**

## GRANT RECIPIENTS' RESPONSIBILITIES

Agencies receiving grants are required to:

- Sign an Agreement Form indicating their willingness to use the funds awarded for the purpose requested.
- Submit a final Grant Fulfillment Report by January 15th of the year following that in which the grant is made.

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- Give credit to the Sioux Center Community Foundation in all media releases made by the organization.
- Return to the Foundation any grant monies not used for the designated purpose of the grant.

## CRITERIA TO BE USED BY THE GRANT DISTRIBUTION COMMITTEE

Proposals will be judged based on criteria such as:

- The ability and experience of the staff in terms of successful completion of projects.
- The clarity and measurability of the project's goals.
- The potential for long-term impact.
- Have been planned considering overall community needs.
- Do not duplicate existing services.
- Address a need affecting a broad segment of Sioux Center's population or special populations considered at risk.
- Encourage collaboration between agencies.
- Demonstrate sound financial planning and the ability to mobilize resources including financial support, in-kind support, and volunteers to sustain the project or program.

## GRANT APPLICATION INSTRUCTIONS

*IF YOU ARE ELIGIBLE FOR FINANCIAL SUPPORT AND YOU WISH TO APPLY, YOU MUST DO THREE THINGS:*

- I. Complete the application form provided which includes answers to specific requests for information. It should be used as the cover page of your proposal.
- II. Provide evidence of your tax-exempt status if you have not done so previously. It is usually done through a copy of the most recent determination letter from the IRS recognizing your tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- III. Prepare a narrative request for support which should include:
  - A. A brief description of the proposed project (what, when, where, why, how and by whom).
  - B. An explanation of the community needs which will be served, the people who will benefit, and proposed ways to measure success.
  - C. A summary budget of planned revenues, including other funding sources, and expenditures in carrying out the project.
  - D. A brief history of the organization including its purposes.

**Application deadline – January 31**

**Grants Awarded by April 15**

Email to: [cathyf@siouxcenter.org](mailto:cathyf@siouxcenter.org) - or - Mail to: Sioux Center Community Foundation  
335 1<sup>st</sup> Ave. NW, Sioux Center, IA 51250

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## APPLICATION FORM / PROPOSAL COVER PAGE

Date submitted \_\_\_\_\_

1. Organization name \_\_\_\_\_
2. Mail Address \_\_\_\_\_  
\_\_\_\_\_
3. E-mail Address \_\_\_\_\_
4. Contact person \_\_\_\_\_ Telephone \_\_\_\_\_
5. President/board chair \_\_\_\_\_
6. A one-paragraph description of the organization.
  
7. Attach a list of the Board of Directors.
8. Attach a copy of the most recent financial report (if available).
9. Title of project \_\_\_\_\_
10. Amount requested from Foundation \_\_\_\_\_ Total cost of project \_\_\_\_\_
11. A one-paragraph summary of proposal. (Statement should be condensed sufficiently to be included on this sheet).