

# Greater Carlisle Community Foundation

## Grant Application Instructions

The Greater Carlisle Community Foundation makes grants to IRS section 501(c)(3) 'tax exempt' organizations and IRS section 170(b) 'unit of government' organizations to assist in fulfilling the foundation's mission to *foster private giving, strengthen service providers and improve the conditions In Greater Carlisle School Area.*

The project will be considered for a GCCF Grant if the following criteria are met:

- The organization is a section 501(c)(3) or a section 170(b) unit of government. Section 170(b) units of government include counties, cities, and schools.
- If not one of those listed above, the organization needs a fiscal sponsor (\*see description below), who will be legally and financially responsible.
- The project is in Greater Carlisle School Area or serves Greater Carlisle School residents.
- The application contains all required elements.

1. Project Type:

- A **capital-based** request refers to the building of or the physical improvement of something.
- A **program-based** request refers to activity or general programmatic support.

*Awards will not be made for debt relief and ongoing operation subsidies, fundraising expenses, endowments, and politically sensitive or religious purposes.*

2. Project Area of Focus:

**Arts/Culture/Humanities** – Museums, Historic Preservation, Exhibits, etc.

**Education** – Schools (all ages), Adult Learning Programs, etc.

**Environment/Animals** – Environmental Protection, Beautification, Animal-Related Issues

**Health** – General, Rehabilitative, Mental, etc.

**Human Services** – Public Protection/Safety, Recreation, Youth Development, Social Support, General Human Services

**Public/Society Benefit** – Community Improvement/Development, Philanthropy/Volunteerism, Capacity Building, Civil Rights, etc.

3. Project Budget:

The project budget should only include information that pertains to the specific project for which funds are being requested. Budgets must be itemized with exact quotes or estimations from work estimates, vendor quotes, catalog prices, or website prices. In-kind contributions may be material donations, equipment use or donations, or building space. Volunteer hours may not be included. A scoring matrix is included with these instructions. Your application may score very well in most areas and may be competitive, however it may not score as well in the budget area without matching funds. Sources of matching funds may include other grants received, donated money, and raised money.

**Grant applications with incomplete project budget information will be disqualified.**

4. Grant Amounts:

Grant amounts awarded by GCCF are dependent upon the allocation of funds available to GCCF each fiscal year and are limited to nonprofits located in Greater Carlisle School Area or projects serving the Carlisle Area School district. Finishing dollar award amounts of up to \$500 may be awarded.

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If grant funds are awarded, receipts for all expenditures and proof of publicity/media coverage must be submitted with the Final Grant Evaluation within nine (9) months of receiving grant funds. Grant funds may not be used for items or services purchased before grant is awarded nor for items or services not listed in the project budget.

## SCORING MATRIX

Excellent, Outstanding or Very Good (8-10 points per box)	Good, Strong, or Adequate (5-7 points per box)	Poor, Weak, or Inadequate (1-4 points per box)
Project Description	Project Description	Project Description
<p>A. Need for Project</p> <ul style="list-style-type: none"> <li>• Strong evidence of community support.</li> <li>• Goals are clearly stated.</li> <li>• Very evident how this project will enhance the community.</li> </ul>	<p>A. Need for Project</p> <ul style="list-style-type: none"> <li>• Some evidence of community support.</li> <li>• Goals are adequately stated.</li> <li>• Some evidence of how this project will enhance the community.</li> </ul>	<p>A. Need for Project</p> <ul style="list-style-type: none"> <li>• Little evidence of community support.</li> <li>• Goals poorly stated.</li> <li>• Little evidence of how this project will enhance the community.</li> </ul>
<p>B. Partnerships and Visibility</p> <ul style="list-style-type: none"> <li>• Strong evidence of community partners.</li> <li>• Project provides high visibility to the WCPP.</li> </ul>	<p>B. Partnerships and Visibility</p> <ul style="list-style-type: none"> <li>• Some evidence of community partners.</li> <li>• Project provides some visibility to the WCPP.</li> </ul>	<p>B. Partnerships and Visibility</p> <ul style="list-style-type: none"> <li>• No evidence of community partners.</li> <li>• Project provides minimal/no visibility to the WCPP.</li> </ul>
<p>C. Impact Indicators</p> <ul style="list-style-type: none"> <li>• Desired impact is clearly stated.</li> <li>• Impact measures are clearly stated.</li> <li>• A method to evaluate the results of the project is clearly stated.</li> </ul>	<p>C. Impact Indicators</p> <ul style="list-style-type: none"> <li>• Desired impact is adequately stated.</li> <li>• Impact measures are adequately stated.</li> <li>• A method to evaluate the results of the project is adequately stated.</li> </ul>	<p>C. Impact Indicators</p> <ul style="list-style-type: none"> <li>• Desired impact is poorly stated.</li> <li>• Impact measures are poorly stated.</li> <li>• There is no method to evaluate the results of the project.</li> </ul>
Budget	Budget	Budget
<p>A. Project is highly leveraged with matching funds. Greater than 50%</p>	<p>A. Project is moderately leveraged with matching funds. Up to 50%</p>	<p>A. Project is not leveraged with matching funds.</p>
<p>B. Other resources and partners are committed to the project.</p>	<p>B. Some resources and partners identified for the project.</p>	<p>B. Very limited/no resources and partners have not been identified for the project.</p>

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## Application Requirements

- Applicants must provide the original completed application (not including application instructions, matrix and application requirements pages), PLUS six (6) copies of the application.
- The original application and all copies must be signed.
- Application and copies of the application must include each of the following items:
  - Signed letter of intent from fiscal sponsor if your organization is not 501(c)3 or 170(b) status.
  - Letter(s) of commitment for grants, in-kind contributions, and other funding sources that match your request, estimates or bids.
  - Estimates and quotes for materials or services (if estimates are from websites, unit prices and total price must be clearly marked or highlighted).
- Applications must be typed using the format of this application to be considered.
- Applications are not accepted via e-mail.
- New for 2019 no longer require a copy of the Federal IRS tax-exempt letter.

*Submitting an incomplete application will remove your proposal from the grant scoring process.*

**Online Applications:** Applications submitted online must have all required documents uploaded with the application or indication the required documents will be mailed or emailed. If mailed or emailed, the required documents must arrive by application deadline date.

**Non-Electronic Applicants:** Hard copy applications, printed from word document (available at [www.greatercarlislefoundation.org](http://www.greatercarlislefoundation.org)), must include the original completed application **plus 6 copies of the application**. Applications must be typed to be considered.

**Submit only the application and copies, do not submit the cover page or the instructions.**

**APPLICATIONS MUST BE POSTMARKED BY 5:00 pm on March 1, 2019**

Submit signed original and six copies by mail to:

**Greater Carlisle Community Foundation**

**P.O. Box 430**

**Carlisle, IA 50047**

**Or Hand Delivered to the Carlisle City Hall at 195 N 1<sup>st</sup> Street in Carlisle by 5:00 P.M.**

**March 1, 2019**

For any questions, please email [pat1423@mchsi.com](mailto:pat1423@mchsi.com)

[Or call 515-419-2383](tel:515-419-2383)

\*A **fiscal sponsor** is an organization or party who receives the money on behalf of the grant applicant 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 section 501(c)(3) or section 170(b) unit of government.

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Example Project Budget: Small town Iowa needing new & additional street signs. TOTAL REQUESTED GRANT AMOUNT \$4705.00. The notes are for your information on what is needed, do not put on your grant.

**PLEASE NOTE: SECTION D MUST EQUAL THE TOTAL OF SECTIONS A, B and C**

<b>A TOTAL COST OF GRANT REQUESTED FROM GCCF</b> (Itemize below and estimate dollar amount) Please attach bid sheets and estimates.		
#	Item	Amount (\$)
1	Street Sign Inc. Quote – Portion of street signs to be purchased by Grant	\$4,705.00
2		
3		
4		
5		
<b>Grant amount requested from GCCF</b>		<b>\$4,705.00</b>
<b>B FUNDING FROM SOURCES OTHER THAN THIS GRANT</b> (Itemize below and estimate dollar amount) Please attach letter(s) of commitment.		
#	Item	Amount (\$)
1	Small Town Iowa commitment for project	\$1,700.00
2		
3		
4	Note: Need letter from City that they have approved amount funded	
5		
<b>Total funding from sources other than this grant</b>		<b>\$1,700.00</b>
<b>C IN-KIND CONTRIBUTIONS</b> Volunteer hours not included as in-kind contribution. (Itemize below and estimate dollar amount) Please attach letter(s) of commitment.		
#	Item	Amount (\$)
1	Street Sign Inc. is giving a donation of street sign hardware.	\$1,245.00
2		
3		
4		
5	Note: Need a letter from Sign Company stating that they are giving an in kind amount of \$1,245.00	
<b>Total In-Kind Contributions</b>		<b>\$1,245.00</b>
<b>D</b>	<b>Total Project Costs</b>	<b>\$7,650.00</b>

A sample budget is available at [www.greatercarlislefoundation.org/](http://www.greatercarlislefoundation.org/)

Section D must equal the totals of Section A, B and C

**GRANTS APPLICATIONS WITH INCOMPLETE PROJECT BUDGET INFORMATION WILL BE DISQUALIFIED**