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**COMPETITIVE DONOR-ADVISED FUNDS GRANT APPLICATION**

Competitive Donor-Advised Funds are different from other grants offered at the Community Foundation because they are donor-driven. The funding priorities, exclusions, decision-making, and timing of grant awards are determined by the donor-advisor.

Competitive Donor-Advised Funds are not related to the Program Support or Organization Support grant programs. Therefore, applications to Competitive Donor-Advised Funds are not subject to the application limits for those two grant programs.

DEADLINES:

Competitive Donor-Advised Fund application deadlines for 2024 are Friday, March 1; Friday, June 28; and Friday, September 13 at 4:30 p.m. Central Time.

* March 1
  + GreatAmerica Financial Services
* June 28
  + Altorfer, Inc.
  + Bloomhall Family
  + Diamond V
  + Lil’ Drug Store Products
  + World Class Industries
* September 13
  + CRST International
  + Girls With Goals
  + McGrath Automotive Group

Purpose:

The Greater Cedar Rapids Community Foundation accepts grant applications for a number of local corporations and family funds. Funding priorities are determined by each donor-advisor and may include programmatic or operating support, capital campaigns, event sponsorships, and religious activities.

ORGANIZATION ELIGIBILITY:

* The Community Foundation accepts applications from nonprofit organizations with a 501(c)(3) status, governmental organizations, and non-501(c)(3) organizations that have completed arrangements to obtain a fiscal sponsor.
* Eligible activities and funding priorities are different for each donor-advised fund. Information regarding donor-advisor priorities may be found at <https://www.gcrcf.org/resources-for-nonprofit-organizations-serving-linn-county-iowa/grants/grant-opportunities-and-deadlines/>

Maximum Request Amounts, Duration of Grants and Frequency of Application:

* Typical award ranges for each competitive donor-advised fund may be found at <https://www.gcrcf.org/resources-for-nonprofit-organizations-serving-linn-county-iowa/grants/grant-opportunities-and-deadlines/>
* Typically, organizations may receive one grant from each competitive donor-advised fund in a 12-month period, however, there are exceptions. Please contact the Program Officer for clarification.

Timing of Grant Awards:

The timing of grant awards is different for each donor-advised fund. Donor-advisors typically provide grant recommendations within three months of the deadline, however, it may take longer.

Important Note:

Under federal legislation, donor-advisors may not receive tangible benefit, goods or services as a result of a grant from their fund. This includes membership, dinners, tickets, employee teams and other benefits.

DURATION OF GRANT:

12 months

How to Apply

* Use this document to prepare your application responses:
  + Please verify response character counts.  *(Note: All character counts INCLUDE spaces.)*
* Prepare documents for upload:
  + Download the required form(s) for this program and complete as needed.
* Request grant portal access:
  + Nonprofits must select one person to act as the grant administrator for the organization. Then a log in and password must be requested for that individual. Instructions for obtaining portal access can be found here: <https://www.gcrcf.org/nonprofits/grants/how-to-apply/>
* Login to the Community Foundation website to:
  + Update your Organization Snapshot before starting your grant application
  + Complete the online grant application:
    - Use this prepared document to copy responses into the online grant portal.
    - Do not copy and paste from a PDF or from a formatted table into the online application.
    - Upload required documents.

Questions?

Contact Dylan Cooley at [dylan.cooley@gcrcf.org](mailto:dylan.cooley@gcrcf.org) or 319.310.1913.

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| --- | --- | --- |
| APPLICATION CHECKLIST: |  | |
| * Application responses completed in this document | | Recommended |
| * Organization Snapshot (including Board list) updated before starting the application online | | Required |
| * Online application completed | | Required |
| * Community Foundation budget form completed and uploaded (form available at bottom of grant program page on website) | | Required |
| * Organization Statement of Financial Position AND Statement of Activities with end date no earlier than the end of the applicant organization’s fiscal year uploaded.   *The Statement of Financial Position (sometimes called the balance sheet) is a financial statement that reports the assets, liabilities, and equity of the organization on a given date. The Statement of Activities (sometimes called the income statement, the profit and loss statement, or the income and expenses statement) summarizes the revenues, costs, and expenses incurred by the organization during a specific period of time. (An example of a Statement of Financial Position and Statement of Activities can be found* [*here*](https://www.gcrcf.org/wp-content/uploads/2023/08/Example-Statement-of-Financial-Position-Statement-of-Activities.pdf)*.) (Governmental applicants should use department budget).*  **NOTE: Failure to submit the required types of financial documents by the required date will make the submitted application INELIGIBLE.**  *If your organization does not have any of the above, contact program officer to discuss.* | | Required |
| * Budget Explanation *(explaining unusual circumstances, 1-page maximum)* | | Optional |
| * Supplemental materials | | Optional |

APPLICATION QUESTIONS

Each request type – program/project, capital, or event sponsorship– has a separate set of questions within the application.

To determine the best category for your request, look at the questions on the following pages of this document:

* Program/Project Request questions are on page 5.
* Capital Request questions are on page 6.
* Event Sponsorship Request questions are on page 6.

**Please note:** Event sponsorship refers to events that are intended to raise funds or awareness. If you have questions regarding the appropriate category, please contact the Program Officer prior to beginning work on your application.

**Pre-Qualifying Question:**

Have you updated your Organization Snapshot in the last 12 months?

**Proposal Title:**

Use a title that describes the program or project. *(This may be used in publications such as the Community Foundation website, annual report, communication with donors and other print or online publications.)* (*50-character limit)*

**Request Type:**

Is this a Program/operating support request, a Capital project request, or an Event Sponsorship request? *(The answer to this question will determine which specific set of questions are visible throughout the rest of the application).*

**Section 1: Proposal Summary**

Organization name: *(This will auto populate from Organization Snapshot)*

Proposal Summary Statement: Provide a two-three sentence summary of the project. The narrative, project budget, and objectives detailed in the application should align with the proposal summary. *(This may be used in publications such as the Community Foundation website, annual report, communication with donors and other print or online publications.) (300-character limit)*

Total Project Budget including all funding:

What is the amount of funding already committed to the program/project? *(Dollar amount answer)*

Total dollar amount requested from this grant program:

**Section 2: Organization Overview**

*All but one of these fields are auto-populated based on information in the Organization Snapshot. You may amend the content of the following fields for the purposes of a collaborative application.*

Mission statement: *(500-character limit)*

Brief organizational history: *(900-character limit)*

Target population description: *(250-character limit)*

Description of key programs: *(1,500-character limit)*

Please provide the number of individuals served annually: *(This calculation should count each individual once, regardless of the number of activities or services the person may have accessed.)*

Number of paid employees:

Total dollar amount of the current fiscal year organizational budget:

Fiscal year end date: *MM/DD*

Description of volunteer support within organization: *(250-character limit)*

Charitable status: 501c3, governmental or requires fiscal sponsor

IRS Ruling Year: *YYYY*

IRS Effective Date of Exemption (optional): *MM/DD/YYYY*

List of Board of Director names and professional roles: *(Do not copy and paste from a PDF or from a formatted table).*

PROGRAM/PROJECT REQUESTS

**Section 3: Program/Project Requests**

Explain the proposal. Describe how the program or project will be carried out outlining the relevant activities and timelines. *(2,000-character limit)*

Who will benefit? Why will they want to be involved and how will you let them know about it? *(2,000-character limit)*

How many unduplicated individuals will this program/project serve? *(This calculation should count each individual once, regardless of the number of activities or services the person may have accessed).*

If providing such a count is not possible, please explain: *(500-character limit)*

Objective: *(200-character limit)*

* *A minimum of one objective is required.*
* *You may enter up to three objectives to fully explain the purposes of the project/ program and describe how you will gather data to measure the impact of the project or program.*
* *For each objective, please click the "Add" link to add a new objective table.*
* *Be specific. The objective must be measurable – e.g., provide 5,000 lunches to students under the age of 18 or provide four exhibits with educational opportunities for working artists.*

Evaluation method: How will you collect data to report on how well this objective was met? *(300-character limit)*

CAPITAL REQUESTS

**Section 4: Capital Requests**

Explain the proposal. Describe how the program or project will be carried out outlining the relevant activities and timelines. *(2,000-character limit)*

Are there any deadlines for name recognition opportunities? *(250-character limit)*

Being mindful of the disclaimer regarding no material benefits provided in the application guidelines, what kind of name-recognition benefits are available for supporting this project? Are there various sponsorship levels that donors should be aware of? You may upload additional materials at the end of the application process. *(250-character limit)*

Can this request be funded by a multi-year recommendation?

***Please note:*** *Objectives are not required for Capital Projects.*

EVENT SPONSORSHIP REQUESTS

**Section 5: Event Sponsorship Requests**

Explain the proposal. Describe how the event will be carried out outlining the relevant activities and timelines. *(2,000-character limit)*

Are there any deadlines for name recognition opportunities? *(250-character limit)*

Who will attend this event? How many people do you expect will attend? *(250-character limit)*

Being mindful of the disclaimer regarding no material benefits provided in the application guidelines, what kind of name-recognition benefits are available for sponsoring this event? Are there various sponsorship levels that donors should be aware of? You may upload additional materials at the end of the application process*. (250-character limit)*

Is the primary goal of this event awareness-raising, education, or fundraising? Please describe how this event aids your organization in that effort. *(1,000-character limit)*

***Please note:*** *Objectives are not required for Event Sponsorship applications.*

**Section 6: Organization Contact Information**

*This will auto-populate from the Organization Contact Information in our system.*

Tax ID:

Name of organization primary contact and organizational role: *This must be the Executive Director, Board Chairperson, or organization President.*

Address information:

Website address:

Organization phone number:

Primary contact phone and extension:

Primary contact email:

**Section 7: Submission Information and Signature**

Name of the person we should contact with questions regarding this specific application:

Application contact’s organizational role:

Application contact’s phone and extension:

Application contact’s email:

Submitter’s name/Electronic Submission Authorization:

Submitter’s organizational role:

TO COMPLETE THE APPLICATION

Please open each section of the application, including the ones you do not need to answer for this application. (If that section is not required for this request type, simply click "Save and Go Next" to move to the next section.)

The Submit button will appear when all sections are complete with green check marks and all mandatory documents are uploaded.

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