2024 GUIDELINES

Purpose:

**PROGRAM SUPPORT GRANT APPLICATION**

**Program Support Grants** support new, innovative programs and sustain current and/or ongoing programs of non-profits that serve Linn County, Iowa

DEADLINES:

The Program Support Grants deadlines for 2024 are Friday, March 1 and Friday, September 13 at 4:30 p.m. CST.

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.
* Multiple organizations may submit a joint application for a collaborative project – contact Program Officer to discuss this further.
* Organizations based outside of Linn County may only apply for the Linn County portion of program costs.

INELIGIBLE ACTIVITIES:

* Fundraising events and activities
* Religious activities or efforts supporting an organization’s core religious mission – contact Program Officer for clarification.
* Scholarships for primary and secondary education and post-secondary degree programs
* Expenses that have occurred or will occur during the grant review process (which is approximately 10 weeks from the grant deadline)
* Travel out of the region
* Re-granting awarded funds to other nonprofits
* Capital infrastructure [bricks and mortar] projects
* Organization received a Program Support Grant in the previous grant cycle
	+ If a one-year Program Support grant is awarded in the fall of the previous year, organization may not apply again until fall of the current year.
	+ If a two-year Program Support grant is awarded in the fall of the previous year, organization may not apply again until fall of next year.
	+ If a time extension was requested to complete a previous grant, please contact Program Officer to confirm eligibility.

Maximum Request Amount

* For organizations with operating budgets greater than $125,000, the maximum request amount is $25,000 per year.
* Organizations with operating budgets less than $125,000 may request an amount up to 20% of their operating budget per request (rounded up to the nearest $100).
	+ The Community Foundation generally does not fund more than 20% of an organization’s operating budget between Program Support and Organization Support grants total in a calendar year.
* Organizations that are primarily volunteer-driven and/or have a very small operating budget should contact the program officer to discuss the eligible amount for their specific situation.

Duration of grants:

12-24 months (for a two-year request)

PROGRAM SUPPORT FUNDING LIMITS:

* New initiatives are limited to a single year request. Contact the Program Officer if you have questions about this.

# Grantmaking Equity Statement

The Greater Cedar Rapids Community Foundation supports people and places that shape our community, through our broad multi-sector grantmaking strategy. The Community Foundation Board of Directors has adopted the following statement as it relates to implementing this strategy:

The Community Foundation prioritizes grant funding for nonprofit organizations that are deeply engaged in or actively working to improve organizational equity and justice practices. The foundation commits to providing learning and funding resources to assist in this transformational process.

These equity and justice practices may include, but not be limited to, employment practices, volunteer opportunities, and delivery of programs and services and should be considered as they relate to under-resourced communities or to legally protected characteristics, including race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by law.

**Grantmaking Equity in 2024:**

The Community Foundation is committed to providing learning and funding resources to assist in this transformational process.

* We recognize that engaging in equity and justice work takes time and commitment.
* Our commitment is to provide support to organizations to help with that journey.
* Learning opportunities in 2024 will be made available through the Nonprofit Network: <https://www.gcrcf.org/nonprofits/nonprofit-network/>

Our grant applications and scoring process include a focus on applicant organization equity and justice practices as we continue our commitment to work with and support our nonprofit community in this journey. “Organization Equity Practices” is an added scoring criteria category related to the equity practices questions in the application. The Organization Demographics Form must be completed and uploaded along with other required documents.

Please note that the related scoring criteria are not about assessing the diversity of the organization’s demographics, but whether demographic information has been collected and shared in the application. We understand that organization demographics and equity-related practices are specific to the local community and those being served.

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.

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| --- | --- |
| APPLICATION CHECKLIST:  |  |
| * Application responses completed in this document
 | Recommended |
| * Organization Snapshot (including Board list and their professional roles) updated before starting the application online
 | Required |
| * Online application completed
 | Required |
| * **Organization Demographics Form completed and uploaded**
 | Required |
| * Community Foundation budget form completed and uploaded (form available at bottom of grant program page on website). Organizations requesting two-year funding should provide a project budget for each year of the request.
 | 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, one-page maximum)*
 | Optional |
| * Supplemental materials
 | Optional |

Who can see this information?

Staff and grant committee members review all grant application materials. Committee members receive two additional resources about applicant organizations:

* A list of all grant awards during the last five years from the following Community Foundation funds: Funds for the Community, Program Support Grants, Organization Support Grants, Endowment Challenge Grants, Creating Safe, Equitable & Thriving Communities, Rapid Response, and Linn County Grants
* A financial summary from submitted IRS-990’s for the last five years.

Questions?

Contact Sanjana Raghavan, Program Officer, at Sanjana.raghavan@gcrcf.org or at 319.200.2279.

APPLICATION QUESTIONS

**Pre-Qualifying Questions:**

**REMINDER**: please see eligibility guidelines pertaining to when the most recent grant was awarded.

Has the organization snapshot been updated in the last 12 months?

Does the organization have current 501(c)(3) status?

Will the proposed project/programming serve Linn County, Iowa?

**Proposal Title:**

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

**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 reports, 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: *(This amount should be based on information found at the beginning of this document along with eligibility criteria.)*

If this is a two-year request, please provide the request amounts for year 1 and 2 below:

Dollar amount requested in year 1:

Dollar amount requested in year 2:

**Section 2: Organization Overview**

*All of these fields are auto-populated based on information in the Organization Snapshot.*

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 by the organization: *(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*

IRS Ruling Year: *YYYY*

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

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

Charitable status: 501(c)(3), governmental or requires fiscal sponsor

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

**Section 3: Organization Practices**

Describe how the organization’s board and leadership staff work together in managing overall organization strategy and planning. *(1,000-character limit)*

Please describe where equity is reflected in the organization’s mission, vision, values, board leadership and/or overall strategy. If not, please explain*. (1,000-character limit)*

Please describe the equity strategies the organization uses within its internal operations and serving the community? *(2,000-character limit)*

What future plans does the organization have for advancing it’s equity goals? *(1,000-character limit)*

***Please note:*** *The Community Foundation Organization Demographics Form must be completed and uploaded to complete this application.*

**Section 4: Proposal Details**

Explain the proposal. Describe how the program or project will be carried out outlining the relevant activities and timelines. **NOTE**: for organizations based outside of Linn County or serving a larger geographical area, please detail activities and impact specific to Linn County only. *(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)*

**Section 5: Project Development**

If this an existing program: Describe how the program has changed or developed over time. What did the organization learn that led to the changes? *(1,500-character limit)*

**OR**

If this is a new program: Explain how this was developed, and why this will be a successful program. *(1,500-character limit)*

What rationale supports this program or project? *(This may include such items as data, best practices, evidence from similar programs operating in other communities, etc.) (2,000-character limit)*

What other support, if any, is the community providing for this program/project? *(This may include in-kind support or nonprofit partnerships) (1,500-character limit)*

**Section 6: Organization Impact**

Identify similar work in the community. What is the gap this program fills? *(1,500-character limit)*

*Please answer A or B below. Choose the one that helps describe the importance of your work.*

1. How does a typical participant interact with this program, and what impact would it have on them?

 **OR**

1. What impact does the program have on the quality of life in the community as a whole?

 *(2000-character limit)*

Describe the organization’s value to the community, including its economic impact. *(2,000-character limit)*

**Section 7: Objectives**

Objective: *(200-character limit)*

* *A minimum of one objective is required for a Program Request.*
* *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)*

**Section 8: 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 9: Submission Information and Signature**

Name of the person we should contact for 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. 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. The review process takes approximately 10 weeks from the application deadline.





**PROGRAM SUPPORT GRANT SCORING CRITERIA**

A strong application will show that the organization addresses the criteria below in relation to the soundness of the proposal, the readiness of the organization to undertake this activity and measurable impact given the organization's size and longevity.

PROJECT/PROGRAM AND EVALUATION *(maximum 5 points)*

* Description clearly explains program operation/project execution and timelines are clear and well planned
* Best practices mentioned as appropriate; local data provided
* Budget is calculated correctly and is realistic; service delivery costs are reasonable
* Desired project objective/evaluation plan clearly stated/appropriate

PROJECT/PROGRAM SCOPE *(maximum 5 points)*

* Proposed project is in line with organization’s mission/goals
* Effort deepens, broadens or expands organization's mission, program offerings or audience (when appropriate)
* Volunteers or collaborative partnerships leverage dollars, provide expertise or expand programming (when appropriate)

PROJECT/PROGRAM COMMUNITY IMPACT *(maximum 5 points)*

* Proposed activities provide value to the local community
* Proposed activities fill a unique place within the current landscape of the sector
* Proposed activities a positive economic impact on the community

ORGANIZATION LEADERSHIP AND FINANCIAL MANAGEMENT *(maximum 5 points)*

* Organization has existing strong governance practices in place
* Organization budget is balanced and appropriate to age, circumstances, and size

Organization Equity Practices *(maximum 5 points)*

* Organization collects and has shared current organizational demographics for both board and staff in this application
* Organization’s commitment to equity and justice is reflected in their self-description and strategic documents
* Organization’s commitment to equity is reflected in their internal operations
* Organization’s commitment to equity is reflected in how they serve the community

**Total Score** *(maximum 25 points)* \*

*\* See next page for additional information about scoring matrix values.*

SCORING MATRIX VALUES

|  |  |
| --- | --- |
| SCORE | MEANING |
| 1 | Unacceptable response:* None provided
* Demonstrating a significant misunderstanding of the question
* Not meeting the criteria even to a minimum extent
 |
| 2 | Weak response:* Meeting certain aspects to a minimum extent but fails in others
* Little evidence of ability to meet or deliver to the proposed criteria
 |
| 3 | Fair response as:* Meeting the majority but not all aspects of the criteria
* Adequate evidence of ability to meet or deliver to the proposed criteria
 |
| 4 | Good response:* Meeting all aspects of the criteria
* Comprehensive, clear proposal demonstrating a good understanding of the criteria
* Clear evidence of ability to meet or deliver to the proposed criteria
 |
| 5 | Response which exceeds criteria:* Materially exceeding the criteria, through a creative or innovative response or where additional ‘added value’ areas have been identified
* Clear evidence of ability to exceed the proposed criteria
 |

