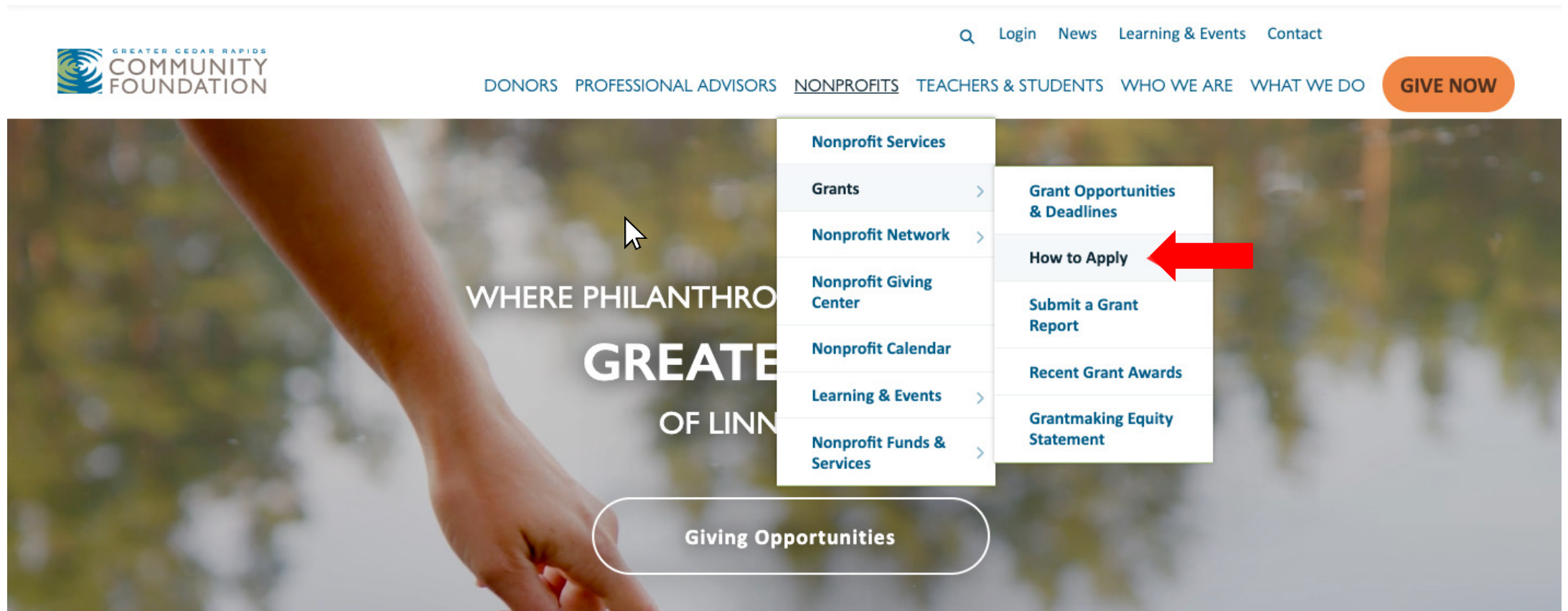


# GRANT APPLICATION INSTRUCTIONS



Thank you for your interest in applying for a grant at the Greater Cedar Rapids Community Foundation. Before beginning an application, read the “How to Apply” page under the “Grants” pop-out menu under the “NONPROFITS” tab for an overview of the process.



Check the Grant Opportunities & Deadlines page and click the links to view eligibility requirements and focus of each program.

## COMPETITIVE GRANT PROGRAMS

The competitive grant programs are supported by the Greater Good Fund and offer a wide range of programs, projects, and organizations.

Grant Program	Purpose	Award Amount	Application Period	Application Deadline	Status
<a href="#">Program Support Grants</a>	Supports new and innovative programs and sustains current and/or ongoing programs.	Maximum of \$25,000		November 13, 2024	✓
<a href="#">Organization Support Grants</a>	Supports general operating costs and capacity-building projects.	Maximum of \$25,000			✓
<a href="#">Endowment Challenge Grants</a>	Supports nonprofit organizations with a matching grant to help in their effort to support an endowment to create sustainable funding.	\$25,000 with five years to meet the match			✓
<a href="#">Linn County Grants</a>	Supports programs or projects that enhance the quality of life and community development outside the Cedar Rapids metropolitan area.	Maximum of \$10,000			✓

- [Nonprofit Services](#)
- [Grants](#) >
- [Nonprofit Network](#) >
- [Nonprofit Giving Center](#)
- [Nonprofit Calendar](#)
- [Learning & Events](#) >
- [Nonprofit Funds & Services](#) >

- [Grant Opportunities & Deadlines](#) ←
- [How to Apply](#)
- [Submit a Grant Report](#)
- [Recent Grant Awards](#)
- [Grantmaking Equity Statement](#)



Once you have determined the grant program you would like to apply for, download and complete the Grant Application Packet. Application packets for each program can be found by scrolling to the bottom of the program's page under "Grant Opportunities & Deadlines."

Scroll Down

## GRANT CRITERIA

### PURPOSE

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

This grant program is intended to target the programmatic work of an organization and is not intended to assist with capital infrastructure projects (bricks and mortar) projects.

### 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 Community Foundation is committed to ensuring equity in our grantmaking strategy. Review the Grantmaking Equity Statement adopted by the Community Foundation's Board of Directors [here](#).

### APPLICATION AND FORMS

- [Download 2024 Program Support Grants Application and Scoring Criteria](#)
- [Download Organization Demographics Form](#)
- [Download Project/Program Budget Form](#)
- [Download Budget Explanation Key](#)

To log in to the online portal, click “Login” in the upper right corner of the gcrfc.org website then click “Login to the Portal” under “Option 1: My Community Foundation Portal”. Enter your unique username and password and click “Login” to get to the Applicant Dashboard.



[Login](#) [News](#) [Learning & Events](#) [Contact](#)

[DONORS](#) [PROFESSIONAL ADVISORS](#) [NONPROFITS](#) [TEACHERS & STUDENTS](#) [WHO WE ARE](#) [WHAT WE DO](#)

[GIVE NOW](#)

## WELCOME TO OUR LOGIN PAGE

We have two login options. **Each require different usernames and passwords.**

### OPTION 1:

#### **My Community Foundation Portal**

A secure online resource to manage your relationship with the Greater Cedar Rapids Community Foundation.

This portal is for fund holders, nonprofit grant applicants, scholarship applicants, Board members, and committee members.

[Login to the Portal](#)



### OPTION 2:

#### **Nonprofit Giving Center & Calendar**

Share and manage information about your nonprofit organization to share with donors and your community.

This portal is for nonprofits.

[Login to Update Your Nonprofit Page or Events](#)

On the Applicant Dashboard:

- Verify “My User Profile” and “Organization Contact Information”
- Verify and update “Organization Snapshot”
- Verify and Contact [grants@gcrcf.org](mailto:grants@gcrcf.org) if changes to profile or contact information are needed

These steps must be completed before an application is started.

GREATER CEDAR RAPIDS  
COMMUNITY  
FOUNDATION

HOME DONOR VIEW GRANTEE VIEW

HOW TO APPLY

APPLICANT DASHBOARD

My User Profile

Organization Contact Info

Organization Snapshot

Payment History

Organization Bank Info

Apply for a Grant Online

My Applications

Grant Question Editor

SUBMIT A GRANT REPORT

## APPLICANT DASHBOARD

**Get Started**

The application packets are available year round so that you may find them found at the bottom of the pages for each fund.

At any time, a nonprofit organization may review and update organization information.

1. [Review your personal user profile information and submit changes.](#)
2. [Verify the organization's contact information](#) for the organization. If you are the grant administrator for multiple organizations, use the down arrow in the view finder.
3. [Review or update Organization Snapshot information.](#) The information is shared with your organization to Community Foundation staff and donors.
4. To begin a new grant application in 2022, click [Apply for a Grant](#).

Start a grant application by clicking  
“Apply for a Grant Online.”



GREATER CEDAR RAPIDS  
COMMUNITY  
FOUNDATION

HOME DONOR VIEW GRANTEE VIEW

HOW TO APPLY

APPLICANT DASHBOARD

- My User Profile
- Organization Contact Info
- Organization Snapshot
- Payment History
- Organization Bank Info
- Apply for a Grant Online
- My Applications
- Grant Question Editor

SUBMIT A GRANT REPORT

## APPLICANT DASHBOARD

▼

**Get Started**

The application packets are available year round so that you may find them found at the bottom of the pages for each fund.

At any time, a nonprofit organization may review and update organization information.

1. [Review your personal user profile information and submit changes.](#)
2. [Verify the organization's contact information](#) for the organization. If you are the grant administrator for multiple organizations, use the down arrow in the view finder.
3. [Review or update Organization Snapshot information.](#) The Organization Snapshot provides your organization to Community Foundation staff and donors.
4. To begin a new grant application in 2022, click [Apply for a Grant Online](#).

Next, click on the link for the program you would like to apply for. Links are available approximately 30 days prior to each grant cycle deadline.

## APPLY FOR A GRANT ONLINE

**Decisions:** Decisions for applications received for the Mar. 1, 2024 deadline will be communicated via email 2024.

**Organization Snapshot:** Snapshot edits and updates must be completed before beginning an application. This information will auto-populate in the application. This snapshot is available to all Community Foundation for

**Application Packet:** The application guidelines, questions, budget documents and organization demographic information found at the bottom of each fund opportunity page. To access, log out of the website and go to the corresponding opportunity page.

**Contact us:** at [grants@gcrf.org](mailto:grants@gcrf.org) or call (319) 774-2374 if you have any questions.

Accepting applications for:

[Program Support Grants](#)

[Organization Support Grants](#)

[GreatAmerica Financial Services Corporation Grants](#)



Follow instructions in the portal to complete application sections and upload required documents.



[Logout](#) [News](#) [Events](#) [Contact](#)

[HOME](#) [DONOR VIEW](#) [GRANTEE VIEW](#) [SCHOLAR VIEW](#) [BOARD VIEW](#) [COMMITTEE VIEW](#)

#### HOW TO APPLY

#### APPLICANT DASHBOARD

[My User Profile](#)

[Organization Contact Info](#)

[Organization Snapshot](#)

[Payment History](#)

[Organization Bank Info](#)

[Apply for a Grant Online](#)

[My Applications](#)

[Grant Question Editor](#)

#### SUBMIT A GRANT REPORT

#### Program Support Grants ▾

A link to each section of the application is below. They may be completed in any order. When a section is completed and saved, a green check mark will appear by that section.

**To complete the application**, 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. All questions with an asterisk are required and must be answered before you can move forward.

**To upload required documents**, go to the Requirements table at bottom of this page and click the "Details" link for each of the requirements. You will then be taken to the "Required Upload Information" page. Go to the bottom of that page to upload the requested document. The status of that item will change to "Completed" in the table once it has successfully uploaded.

The Submit button will appear when all sections are complete with green check marks and all required documents are uploaded. You will have the option to do a final review before you submit the application.

Proposal title:

CB-TEST-PSG for Spring 24 - 179598

Status by Section

✔ **Section 1:** [Section 1](#)

✔ **Section 2:** [Section 2](#)

Additional required documents must be uploaded, including a Project Budget, Organizational Financial Statements, or Strategic Plans, depending on the grant program. These forms are found on each program's page with the application packet. Click on "Details" for each document.

Proposal title:

CB-TEST-PSG for Spring 24 - 179598

Status by Section

✔ Section 1: [Section 1](#)

✔ Section 2: [Section 2](#)

✔ Section 3: [Section 3](#)

✔ Section 4: [Section 4](#)

✔ Section 5: [Section 5](#)

✔ Section 6: [Section 6](#)

✔ Section 7: [Section 7](#)

✔ Section 8: [Section 8](#)

Section 9: [Section 9](#)

PREVIEW PDF

Requirements

Name	Current Status	Mandatory?	Due Date	Description	Date Completed	Upload
Organization Demographics Form	Outstanding	Yes	3/1/2024	Organization Demographics Form		<a href="#">Details</a>
Project Budget	Outstanding	Yes	3/1/2024	Project Budget		<a href="#">Details</a>
Organization Financial Statements	Outstanding	Yes	3/1/2024	Organization Financial Statements		<a href="#">Details</a>
Optional Attachments	Outstanding	No	3/1/2024	Optional attachments: Limit of 3 attachments.		<a href="#">Details</a>

Page Size: 10 ▾ Go to: 1

1 - 4 of 4 < >

On the next screen, click "Select" and choose the file needed on your computer. Click "Upload," then "Back to Application Home" to complete additional requirements.

Document Requested: Organization Demographics Form

BACK

RELATED FILES

SELECT

✕ Remove

ADD

UPLOAD

BACK TO APPLICATION HOME

When a document has been successfully uploaded, the status in the requirements table will change from “Outstanding” to “Received.”

### Requirements

Name	Current Status	Mandatory?	Due Date	Description	Date Completed	Upload
Organization Demographics Form	Received	Yes	3/1/2024	Organization Demographics Form	2/2/2024	<a href="#">Details</a>
Project Budget	Outstanding	Yes	3/1/2024	Project Budget		<a href="#">Details</a>
Organization Financial Statements	Outstanding	Yes	3/1/2024	Organization Financial Statements		<a href="#">Details</a>
Optional Attachments	Outstanding	No	3/1/2024	Optional attachments: Limit of 3 attachments.		<a href="#">Details</a>

Page Size: 10 ▾ Go to: 1 1 - 4 of 4 < >

You can find saved or in process applications at any time by clicking “My Applications” then selecting the App ID link of the application you would like to return to.

**HOW TO APPLY**

**APPLICANT DASHBOARD**

- [My User Profile](#)
- [Organization Contact Info](#)
- [Organization Snapshot](#)
- [Payment History](#)
- [Organization Bank Info](#)
- [Apply for a Grant Online](#)
- [My Applications](#)

**SUBMIT A GRANT REPORT**

### MY APPLICATIONS

If your application status is in process, additional required documents must be uploaded or sections must be completed. These documents may include project or organizational budgets or a strategic plan, depending on the application. The budget forms for each specific fund type may be found on the corresponding Community Foundation webpage for that type.

### ORGANIZATION

Children's Hospital Medical Center - for TEST apps

Children's Hospital Medical Center - for TEST apps Party Id 29101

### SEARCH APPLICATIONS

Range: Last 30 Days

[Advanced Search](#)

### MY APPLICATIONS

App Id	Project Name	Program	Amount	Approved Amount	Status	From Date	To Date	App PDF
<a href="#">179542</a>	capital test dc - 179542	GreatAmerica	\$9.00	\$0.00	Received			<a href="#">View PDF</a>
<a href="#">179832</a>	CB-PSG-TEST2 for Spring 2024 - 179832	Program Support Grants	\$0.00	\$0.00	In Process			



A “Final Review”  
button appears  
when all sections of  
the application have  
been completed and  
all required  
documents are  
uploaded.

#### Status by Section

- ✔ **Section 1:** [Section 1](#)
- ✔ **Section 2:** [Section 2](#)
- ✔ **Section 3:** [Section 3](#)
- ✔ **Section 4:** [Section 4](#)
- ✔ **Section 5:** [Section 5](#)
- ✔ **Section 6:** [Section 6](#)
- ✔ **Section 7:** [Section 7](#)
- ✔ **Section 8:** [Section 8](#)
- ✔ **Section 9:** [Section 9](#)

PREVIEW PDF

FINAL REVIEW



#### Requirements

Name	Current Status	Mandatory?	Due Date	Description	Date Completed	Upload
Organization Demographics Form	Received	Yes	3/1/2024	Organization Demographics Form	2/2/2024	<a href="#">Details</a>
Project Budget	Received	Yes	3/1/2024	Project Budget	2/2/2024	<a href="#">Details</a>
Organization Financial Statements	Received	Yes	3/1/2024	Organization Financial Statements	2/2/2024	<a href="#">Details</a>
Optional Attachments	Outstanding	No	3/1/2024	Optional attachments: Limit of 3 attachments.		<a href="#">Details</a>

Page Size: 10 ▾ Go to: 1 1 - 4 of 4 < >

After reviewing,  
click “Submit the  
Application.”

Answers cannot be  
changed once the  
application has  
been submitted.

#### Review & Submit

Please review the sections of your application below and PRINT your application to review prior to submitting it. If there are any changes needed, go back to the appropriate section and update your answers. **Clicking "submit" on this page will submit your application to the Greater Cedar Rapids Community Foundation. You will NOT be able to edit your answers once you have submitted this final version.**

If your application is complete, please select the SUBMIT button below.

- ✔ **Section 1:** [Section 1](#)
- ✔ **Section 2:** [Section 2](#)
- ✔ **Section 3:** [Section 3](#)
- ✔ **Section 4:** [Section 4](#)
- ✔ **Section 5:** [Section 5](#)
- ✔ **Section 6:** [Section 6](#)
- ✔ **Section 7:** [Section 7](#)
- ✔ **Section 8:** [Section 8](#)
- ✔ **Section 9:** [Section 9](#)

PRINT A COPY

SUBMIT THE APPLICATION



When an application has been submitted, you will receive a confirmation message in the portal plus a confirmation email.

A confirmation email will also be sent to your primary organization contact later in the process.

Congratulations. You have successfully submitted your full application and all required documents to the Greater Cedar Rapids Community Foundation

Your application ID is **179832**.

You may follow the progress of your application(s) by visiting the [My Applications](#) page.

Your application has been submitted to the Greater Cedar Rapids Community Foundation.

You Application ID: 179832

You may follow the progress of your application by logging into the website and visiting My Applications under Applicant Dashboard.



GREATER CEDAR RAPIDS  
COMMUNITY  
FOUNDATION

If you have questions on the grant application process that are not addressed here, please feel free to contact us at 319.774.2370 or [grants@gcrcf.org](mailto:grants@gcrcf.org).