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**SHORT ORGANIZATION SUPPORT GRANT APPLICATION**

2025 GUIDELINES

purpose:

**Short Organization Support Grants** provide funding for general operating costs or capacity-building projects for nonprofits that serve Linn County, Iowa. This application is for organization with annual operating budgets under $125,000 and requests of $5,000 or less.

DEADLINE:

The Short Organization Support Grant deadlines for 2025 are Friday, March 14, 2025 (please note the deadline has been extended from Friday, March 7, 2025 due to the delay in the new online system launch) and Friday, September 12th, both at 4:30 p.m. Central Time.

ORGANIZATION ELIGIBILITY for both Capacity Building projects and General Operating Support:

* Must be headquartered in Linn County
* Be a nonprofit organization with current 501(c)(3) tax-exempt status from the IRS
* Operating budget is $125,000 or less

INELIGIBLE ORGANIZATIONS OR ACTIVITIES:

* Capital infrastructure [bricks and mortar] projects
* Expenses that have already occurred or will occur during the grant review process (approximately 10 weeks after the grant application deadline)
* Fundraising events and activities
* Program-specific direct costs or staff training (consider applying for a Program Support Grant)
* For capacity-building projects only: overhead costs that are not directly related to the project
* Religious activities or efforts supporting an organization’s core religious mission
  + Organizations with a core religious mission are not eligible for general operating support
* Re-granting awarded funds to other nonprofits
* Travel out of the region
* Organizations with an active Organization Support Grant:
  + For example, if a one-year Organization Support Grant was awarded in the fall of the previous year, may not apply again until fall of the current year
  + If a time extension was requested to complete a previous grant, contact Program Officer to confirm eligibility

MAXIMUM REQUEST AMOUNT:

* Maximum request amount for this type of grant is $5000 per year
* The Community Foundation generally does not fund more than 20% of an organization’s operating budget between Program Support and Organization Support grants
* 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 months

# 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.

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 Community Foundation’s Greater Good funded programs.
* A financial summary from submitted IRS-990’s for the last five years.

Questions?

Contact Casey Baustian, Program Officer, at [casey.baustian@gcrcf.org](mailto:casey.baustian@gcrcf.org) or at 319.774.2378.

ORGANIZATION PROFILE

**Before starting an application, review Organization Profile. Update as needed and save. Once you start an application, the Organization Profile fields are locked to auto populate in the application.**

**Mission statement:** *(500 characters)\**

**Charitable status:***\**

**IRS Ruling Year:***\**

**Brief organizational history:** *(1000 characters)\**

**Description of key programs:** *(1500 characters)\**

**Target population description**: *(500 characters)\**

**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 or total Full Time Equivalents (FTEs):***\**

**Total dollar amount of the current fiscal year organizational budget:***\**

**Fiscal year end date:***\**

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

**Organization Demographics:** Please provide current racial and ethnic demographics for board and staff below entered as numbers. We encourage organizations to follow GuideStar’s best practice to anonymously collect self-reported, demographic data each year from board and staff members.*\**

|  |  |  |  |
| --- | --- | --- | --- |
| BOARD |  | STAFF |  |
| How many board members publicly self-identify as: | | How many staff members publicly self-identify as: | |
|  |
| Asian/Asian American |  | Asian/Asian American |  |  |
| Black/African American |  | Black/African American |  |  |
| Hispanic/Latino/Latina/Latinx |  | Hispanic/Latino/Latina/Latinx |  |  |
| Native American/American Indian/Alaska Native/Indigenous |  | Native American/American Indian/Alaska Native/Indigenous |  |  |
| Middle Eastern/North African |  | Middle Eastern/North African |  |  |
| Native Hawaiian/Pacific Islander |  | Native Hawaiian/Pacific Islander |  |  |
| White/Caucasian/European |  | White/Caucasian/European |  |  |
| Multi-Racial/Multi-Ethnic (2+ races/ethnicities) |  | Multi-Racial/Multi-Ethnic (2+ races/ethnicities) |  |  |
| Prefer to identify with another race/ethnicity |  | Prefer to identify with another race/ethnicity |  |  |
| Decline to state |  | Decline to state |  |  |
| Unknown |  | Unknown |  |  |

**If the organization has not collected racial and ethnicity demographics for board and staff, please explain below (optional):** *(500 characters)*

**Description of volunteer support within organization**: *(500 characters)\**

APPLICATION QUESTIONS

Each application type – General Operating Support or Capacity-Building – has a separate set of questions within the application. Required questions are indicated by an asterisk (\*).

If you have questions regarding the appropriate application type to use, please contact the Program Officer prior to beginning work on your application.

**The following statements must be true for the organization to apply for this grant program:**

The Organization Profile has been updated in the last 12 months.\*

The organization has current 501(c)(3) tax exempt status from the IRS.\*

**Eligibility Criteria**

For Short Organization Support Grant requests, the following eligibility criteria must be met.\*

[ ] The organization is headquartered in Linn County.

[ ] The organization’s annual operating budget is $125,000 or less.

[ ] This request will not include religious activities or support an organization’s core religious mission.

**Proposal Details**

**Proposal Title:** Use a title that describes the proposal*.* This may be used in publications such as the Community Foundation website, annual reports, communication with donors, and other print or online publications. *(50 characters)\**

**Proposal Summary Statement:** Provide a two-three sentence summary of the proposal. The narrative, project budget, and objectives (for a program/project request) 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 characters)*\**

Type of Request (pick one) *\**: General operating OR Capacity-Building

***The answer to this question will determine which specific set of questions are visible throughout the rest of the application.***

**Organization Practices**

**Describe how the organization’s board and leadership staff work together in managing overall organization strategy and planning *OR* for primarily volunteer organizations, how does the board manage strategy, planning, and operations.** *(1000 characters)\**

**Describe the equity strategies the organization uses within internal operations and in serving the community.** (*2000 characters*)

**Organization and Community**

**Describe the organization’s value to the community.** This may include the economic impact, improvements to quality of life, or advancing equity within the community.(*2000 characters)\**

GENERAL OPERATION SUPPORT REQUESTS ONLY

**General Operating Support Questions**

**Total dollar amount requested:** This amount should be based on maximum request information found at the beginning of this document along with eligibility criteria.\*

**Describe the anticipated impact of receiving the funding requested in this application.** *(2000 characters)\**

CAPACITY BUILDING REQUESTS ONLY

**Capacity-Building Request Questions**

**Total dollar amount requested:** This amount should be based on maximum request information found at the beginning of this document along with eligibility criteria.\*

**Total project budget inclusive of all funding:**\*

**Total amount of funding already committed to the project:**\*

**What type(s) of organizational capacity will this project build?** *Please list up to two capacities from the list below.\**

* + - *Mission, Vision, Strategy, and Planning*
    - *Management Team Leadership*
    - *Board Leadership*
    - *Diversity, Equity, and Inclusion*
    - *Program Design and Evaluation*
    - *Human Resources Management*
    - *Legal Resources*
    - *Financial Management*
    - *Fund Development*
    - *Marketing, Communications, and External Relations*
    - *Information Technology*
    - *Collaboration*

**Explain the proposal.** **Describe what led to the decision to pursue this project and how the project will be carried out, including activities and timelines.** For organizations based outside Linn County or serving a larger geographical area, please detail activities and impact specific to Linn County only. (2000 characters)\*

**Describe the anticipated impact of the proposed project*.*** *(2000 characters)\**

**Objective:** One primary objective is required for a Capacity-Building request. Be specific. The objective must be measurable – e.g., increase web site traffic by 25% within one year after implementation of platform upgrades. *(200 characters)\**

**Evaluation method:** how will you collect data to report on how well this objective was met? *(300 characters)\**

ALL REQUESTS

**Document Uploads**

**Program/Project budget (for Capacity-Building requests only):** for Capacity building requests, upload a completed project budget using the Community Foundation template. The template can be downloaded at the bottom of the grant program's web page [here](https://www.gcrcf.org/resources-for-nonprofit-organizations-serving-linn-county-iowa/grants/grant-opportunities-and-deadlines/organization-support-grants/). General Operating Support requests do not require a budget upload.\*

**Financial Documents:** the Balance Sheet (sometimes called the Statement of Financial Position) is a financial statement that reports the assets, liabilities, and equity of the organization on a given date.  The Profit and Loss Statement (sometimes called the statement of activities, income 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 Balance Sheet and Profit and Loss Statement can be found [here](https://www.gcrcf.org/wp-content/uploads/2023/08/Example-Statement-of-Financial-Position-Statement-of-Activities.pdf). Financial documents provided should be dated no earlier than the end of the applicant organization’s most recent fiscal year.Contact [Casey Baustian](mailto:(casey.baustian@gcrcf.org)) if you have any questions.\*

**Optional attachments:** up to six pages of additional attachments may be included as necessary.

**Submission Information**

Name of the person we should contact for questions regarding this specific application.

**First name:***\**

**Last name:***\**

**Job Title: \***

**Email address:***\**

**Preferred phone number:**

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**SHORT ORGANIZATION SUPPORT GRANT SCORING CRITERIA**

ORGANIZATION and community *(maximum 5 points)*

* Organization provides value to the local community
* Organization has significant support from the community
* Organization effectively utilizes relevant resources, connections, and networks both in the community and more broadly

ORGANIZATIONAL impact in community *(maximum 5 points)*

* Organization’s work has measurable impact given the organization's size and longevity
* Organization has both short-term and long-term goals and a plan for achieving them
* Organization plan for coming year reflects both current realities and vision for its future

IMPACT OF PROPOSED PROJECT OR IMPACT OF REQUESTED FUNDING *(maximum 5 points)*

* Anticipated impact clearly stated/appropriate
* Anticipated impact is aligned with organization’s mission/goals

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 |

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