



Application Guidelines and Instructions

PREREQUISITES

Your application will be considered if the following criteria are met:

The project is in the Carlisle Iowa School District, or directly serves these residents.

The applying organization is a 501 (c)3 nonprofit organization or 170 (b) unit of government (city, county or school.

If the applying organization is not a 501(c)3 or 170(b), a fiscal sponsor* has agreed to be legally and financially responsible. (The fiscal sponsor must be a 501(c)3 or 170(b).

Final Evaluation forms for any previous GCCF grant awards have been completed and approved by GCCF prior to submitting a new application. If previous project has not been completed, an approved request for an extension must be established before submitting a new application.*A fiscal sponsor is an organization or party who receives the money on behalf of the applying organization, 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 501 (c)3 or 170(b) and sign the Fiscal Sponsor Agreement attached to the application.

Requirements

If your organization meets all prerequisites, please apply following these requirements:

Meet Applications Deadlines: Hard copy applications must be postmarked by 5 P.M. Monday, March 2, 2020 OR Dropped off at the Carlisle City Hall, 195 N 1st Street. By 5 P.M. Monday, March 2, 2020.

Online applications must be submitted by 11:59 P.M. on Monday, March 2, 2020..

Online Applications: Applications submitted online must have all required documents uploaded with the application or a note indicating that required documents will be mailed or emailed. Required documents that are mailed or emailed must still arrive by the application deadline of March 2, 2020.

Non-Online Applications: Hard copy applications are also accepted. Applications must be typed to be considered. Hard copy applications must include the original completed application PLUS seven (7) copies of the application.

Signature Required: Online applications require an electronic signature and hard copy applications (including ALL copies) must be signed.



Required Documents: All applications must include the following additional documents. Hard copy applications must include these documents with each copy. Online applications must have these documents uploaded with the online application.

A completed Fiscal Sponsor Agreement if the applying organization is using a fiscal sponsor.
Letter(s) of commitment from other funding sources and in-kind contributions which match the applications budget worksheet, estimates and bids.

Estimates and quotes for materials and services. If estimates are from websites, please clearly mark or highlight unit prices and total price.

GCCF no longer requires a copy of the Federal IRS tax-exempt letter. The applying organization or fiscal sponsor's IRS status will be vetted by the Community Foundation of Greater Des Moines using the tax ID number provided on the application. Please do not include your IRS tax-exempt letter.

The applications must be completed properly and contain all required elements to be qualified for the grant award. Submitting an incomplete application will remove your proposal from the grant scoring process.

UNDERSTANDING THE APPLICATION

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 and projects serving the Greater Carlisle Areas. Finishing dollar award amounts range from \$250 to \$500.

Project Type

Projects should fall under or of two types:

Capital-based request refers to the building of or the physical improvement or a project that helps maintain or improve an asset, such as equipment, new construction, renovation or replacement.

Program-Based: request refers to activities or general programmatic support, such as purchase of education materials or items needed to support a program or service.

Awards will not be made for general operating expenses, for politically sensitive or religious purposes, debt relief or budget deficits, salaries or labor, office rent, utilities, festivals or one-time events, consumable items, fundraising or endowments. Grant funds may not be used for items or services purchase before the grant is awarded, nor for items or services not listed in the project budget..



Program Areas of Focus

Applications should fall under one of these focus areas:

Arts/Culture/Humanities – Museums, historic preservation, exhibits

Education – Schools (all ages), adult Learning Programs.

Environment/Animals – Environmental protection, beautification, animal-Related Issues

Health – General public health, rehabilitative, mental

Human Services – Public Protection and safety, recreation, youth Development (other than educations) food insecurity, general human services

Community and Economic Development: Community improvement and development, volunteerism, capacity-building, tourism, civil rights.

Project Budget Worksheet

This section of the application may be one of the most important areas to have accurate. Please read carefully:

The project budget should only include information that pertains to the specific project for which funds are being requested.

If the project spans multiple cities or includes subprojects, do not submit budget information for the overall, larger project. Only submit budget information for the portion in Greater Carlisle Community (the Carlisle School District).

Do not include information for future phases of the project. Only include information for the current plan which can be completed with the amount requesting and can be completed in the time allowed (nine months)

The budget worksheet asks for the total amount requesting. While the budget worksheet does not ask for an itemized list of how you came to the amount you are requesting, your supporting documents must include exact or estimations of quotes and work estimates, vendor quotes, catalog prices or website prices.

In-Kind contributions may be material donations or equipment use donated during the project, but donation of time and volunteer hours may not be included.

Sources of additional funding may include other grants, donated money and money raised through a fundraiser. Do not include expectations of future fundraising events.

A sample budget is available on the GCCF website. Your application may score very well in most areas and may be competitive, but it may not score as well in the budget area if it is without matching funds and other sources of funding.

Grant funds may not be used for items or services purchased before the grant is awarded, Nor for items or services not listed in the project budget.

Grant applications with incomplete project budget information will be disqualified.

SCORING MATRIX

Excellent, Outstanding or Very Good (11 to 15 points per box)	Good, Strong, or Adequate (6 to 10 points per box)	Poor, Weak, or Inadequate (1-5 points per box)
Project Description	Project Description	Project Description
<p>Goals</p> <p>Goals state the strong need for the project</p>	<p>Goals</p> <p>Goals adequately state the need for the project</p>	<p>Goals</p> <p>Goals poorly state the need for the project</p>
<p>Partnerships</p> <p>Strong evidence of community support/partnerships.</p>	<p>Partnerships</p> <p>Some evidence of community support/partnerships</p>	<p>Partnerships</p> <p>Little to no evidence of community support/partnerships</p>
<p>Impact Indicators</p> <p>Very evident how this project will enhance the community</p>	<p>Impact Indicators</p> <p>Some evidence of how this project will enhance the community</p>	<p>Impact Indicators</p> <p>Little evidence of how this project will enhance the community</p>



2020 GRANT APPLICATION

Please complete this application by following the
Application Guidelines and Instructions
Located on our website at

PLEASE READ ALL ONLINE INSTRUCTIONS CAREFULLY

Failure to properly complete an application, providing budget worksheet with errors or failure to submit proper supporting documents may result in disqualification.

**ONLINE APPLICATIONS MUST BE SUBMITTED BY 11:59 P.M. ON
MARCH 2, 2020.**

**If not applying online, submit this signed application, plus six
signed copies and all supporting documents by March 2, 2020
to:**

**Greater Carlisle Community Foundation
P.O. Box 430
Carlisle, IA 50047
OR**

**Hand Delivered to the Carlisle City Hall at 195 N 1st Street in Carlisle by
5:00 P.M. March 2, 2020**

For any questions, please email pat1423@mchsi.com
Or call Pat Brehse at 515-419-2383



SAMPLE 2020 BUDGET WORKSHEET

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

SAMPLE BUDGET WORKSHEET	
<p style="color: blue; font-size: small;">A small-town park requires additional playground equipment, specifically a new swing set. The total amount requested is \$350. Below is how we/they will complete our/their budget.</p>	
A	TOTAL AMOUNT REQUESTING FROM GCCF \$ 350
B	FUNDING FROM SOURCES OTHER THAN THIS GRANT <i>This includes other grants received, contributions, matching funds, completed fundraising allocated capital, etc.</i>
#	Amount (\$)
1	Grant received from xyz Grant to purchase a swing set. (Provide a copy of letter awarding the grant from xyz for this project). \$250
2	Hometown Pride (a letter from the board that they have matching funds and have approved to use them to toward the swing set). \$150
3	
4	
5	
Total funding from sources other than this grant	
	\$400
C	IN-KIND CONTRIBUTIONS Formal estimate/bids are required for in-kind contributions. Volunteer hours are not included as in-kind contribution. <i>(Please attach bids, letter(s) of commitment and proof of in-kind donations. Itemize below and estimate dollar amount).</i>
#	Amount (\$)
1	AAAI Hardware Store gave them an estimate on the cost for the materials to put together the swing set. (A letter from AAA Hardware stating their commitment to donate the cost of the hardware). \$50
2	
3	
Total In-Kind Contributions	
D	Total Project Costs \$800 <small>PLEASE NOTE: SECTION D MUST EQUAL THE TOTALS OF SETIONS A, B AND C</small>