



community foundation

of Louisa County

Affiliated with the Community Foundation
of the Great River Bend

**2009-2010 Grant Application Form
Instructions and Supplementary Information**

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MISSION

The Community Foundation of Louisa County strives to unify all residents and communities of Louisa County through charitable-giving to enhance the quality of life for present and future generations.

WE DO THIS BY:

- ◆ providing resources that enrich quality of life projects and initiatives;
- ◆ making connections and building understanding among groups;
- ◆ offering opportunities for people and communities to make their ideas realities;
- ◆ utilizing effective financial management including available tax incentives and professional services;
- ◆ providing a wide range of investment opportunities for large, medium and small donors, from public and private sectors to support both general endowment and donor-directed funds;
- ◆ Identifying and responding to emerging community strengths and opportunities.

HOW TO APPLY

Submit a single application including the details listed in *What We Require* and *About the Program/Project*. Multiple copies are not necessary; however a copy of the application sent as an email attachment to cflc@louisacomm.net is greatly appreciated. Please keep a copy for your files.

The application deadline is December 1, 2009. Applicants should anticipate up to a 90 day waiting period. Grant monies cannot be used to fund activities occurring before final notification has been made.

For more information, call the Foundation office at 319-527-5182 or 319-457-0077, e-mail us at cflc@louisacomm.net.

WHAT WE REQUIRE

Each applicant shall fill out the application form (available from the CFLC office or webpage) including the following information about the organization:

- ◆ Legal name and address of organization
- ◆ The organization's mission statement
- ◆ Contact person, title, mailing address, phone and e-mail address
- ◆ List of Trustees/Board/Council Members
- ◆ Signature of the President or Chair

Non-government applicants must attach a copy of the IRS letter stating that the organization has been granted a 501(c) 3 designation. Non 501(c) 3 organizations may apply, but if awarded a grant, grantees will be asked for a complete financial report and copies of receipts for expenditures related to the project.

ABOUT THE PROGRAM/PROJECT

- ◆ Project name
- ◆ Amount of funding requested
- ◆ Person who will oversee program/project including title, phone number, and e-mail address
- ◆ Program narrative of no more than three pages describing the following:
 - ◆ Community need to be met or asset to be enhanced
 - ◆ How the program will meet this need or enhance the asset
 - ◆ Who will benefit
 - ◆ Start and completion dates
 - ◆ How the program/project will be evaluated for success by the applicant
 - ◆ Project budget including all revenue and expenses
 - ◆ Sketches, plans or photos if applicable

WHAT WE LOOK FOR

The Community Foundation of Louisa County is looking for projects that foster connections between Louisa County communities, residents, create partnerships with multiple organizations and that enable beneficiaries to give as well as receive.

The Foundation provides funding for a variety of interest areas. The quality, innovation, thoughtfulness and effectiveness of a project are of more importance than the specific interest area. That said, areas of interest are the arts, education, environment and social programs with priorities as identified by the foundation's assessment of Louisa County needs.

Particular consideration will be given to projects that exhibit the following characteristics.

- ◆ Have clear, logical, realistic plans
- ◆ Are led by strong, proven organizations and individuals
- ◆ Already have support of key stakeholders (clients, community, intended partners, etc.)
- ◆ Utilize CFLC funds to acquire or match funds from outside Louisa County
- ◆ Employ an innovative approach to a defined problem
- ◆ Serve as a model for other communities and organizations
- ◆ Have realistic plans for long-term sustainability
- ◆ Build an organization's own capacity to carry out its mission in the future
- ◆ Advance the quality of life in Louisa County

Summarizing:

- ◆ We believe in the enhancement of and will encourage efficient utilization of our community's resources.
- ◆ We hope to eliminate duplication and promote cooperation.
- ◆ We focus on our communities' needs.

WHO CAN RECEIVE A GRANT

Community Foundation of Louisa County grants are awarded to charitable organizations designated tax exempt by the IRS under Section 501(c) 3 or governmental bodies such as cities, boards of educations, libraries or parks.

Charitable organizations without a 501(c) 3 designation may apply, but if awarded a grant, grantees will be asked for a complete financial report and copies of receipts for expenditures related to the project.

Multiple applications from school districts are acceptable.

Grants are limited to organizations and government bodies serving Louisa County residents. This includes organizations that serve a portion of Louisa County, the whole county and a broader area including Louisa County.

Grants are made once a year. The deadline for grant applications is December 1, 2009. Applications must arrive by 3:00 pm in the CFLC office: P.O. Box 171, Wapello, 52653 or be postmarked on that same date. The submission of a copy of the application as an email attachment to cflc@louisacomm.net is greatly appreciated.

Form letters will not be reviewed or acknowledged.

GRANT AMOUNTS

A goal of the Community Foundation of Louisa County is give grants to as many eligible applicants as possible, therefore as a general guideline Community Foundation of Louisa County grants are awarded in amounts ranging from \$500 to \$3,500. In any given year an organization may apply and receive grants for more than one project.

WHAT WE DO NOT FUND

- ◆ Individuals
- ◆ Programs or initiatives where the primary purpose is the promotion of religious doctrine or tenets; however, religious groups are permitted to apply for grants serving a non-religious purpose
- ◆ Political action or legislative advocacy groups

PROJECT REPORTS

Brief notes or emails regarding the progress of projects are appreciated.

Broad awareness of community projects is important. CFLC has a publicity kit available to help with preparing and distributing press releases.

Project reports of no more than 2 pages of text with supporting materials or photos are expected within 30 days of the completion of the project. Organizations failing to submit reports will not be eligible to apply for further grants. Final report forms are available by contacting the Foundation or visiting the webpage at www.LouisaDevelopmentGroup.org/CFLC.

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