

Maquoketa Valley Alliance
Grant Application Guidelines
(Established August, 2017)

The Maquoketa Valley Alliance Endowment Fund accepts funding requests annually during the month of March. Submission deadline is March 31st of each year.

Funding Priorities: The priority of the fund will be to assist non-profit groups in the Delhi area for community projects.

Who is Eligible? To be eligible for funding, an organization or program must:

- 1) Be a 501(c)3 tax –exempt, not-for-profit agency, or affiliated with an agency such as schools, city, or county government. (Organizations which do not have a 501(c)3 status may find a qualifying agency to sponsor them. A Fiscal Sponsorship Form must then be attached to the application.)
- 2) Be operated and organized in compliance with applicable laws prohibiting discrimination.
- 3) Religious organizations whose project is for non-religious purposes.

What We Look For: We welcome grant applications for projects that match the fund's priorities, match other funders' dollars, involve volunteers and represent community partnerships. In addition to the primary focus, these factors are considered:

- *Present innovative, creative, and practical proposals which focus on needs in the community
- *Present clear work plans which show the ability to achieve the project's goal
- *Focus on cooperation, create efficiencies and reduce duplication of services
- *Demonstrate quality, vision, effectiveness, collaboration and good management
- *Provide a plan for sustainability beyond the funding period
- *Demonstrate collaboration

What We Do Not Fund: In general, grants are not made for the following:

- *Programs or events outside of the named region
- *Ongoing project support and operating support
- *Annual and capital campaigns
- *Budget deficit
- *Endowments
- *Individuals
- *Recurring funds
- *Religious purposes (this does not exclude grants to religious organizations for non-religious purposes)
- *Mass solicitations, international or national (non-local) organizations
- *School clubs or activities, athletic teams, sports events or booster teams
- *Advertising in event programs, yearbooks, etc.
- *Individual requests for personal assistance or sponsorship
- *Political, labor, religious, fraternal or service organizations
- *Organizations that discriminate on the basis of sex, race, sexual orientation, creed, national origin, or religion
- *Major events sponsored by other businesses

Maquoketa Valley Alliance Grant Application

(Applications must be submitted by March 31 of each year.)

Organization/Agency Requesting Fund: _____ **Date:** _____

Government Agency 501(c)3 Tax Exempt Charity Other Fed Tax ID #: _____

If a 501 (c) 3, please attach copy of IRS Determination Letter

If your nonprofit organization is not a 501 (c) 3, please partner with a Fiscal Sponsor, complete the Fiscal Sponsor Form, and attach it to the application.

Contact Person, Phone/Email: _____

Organization Address (Street, City/State/Zip): _____

Project Name: _____

Amount Requested: \$ _____ **Time frame for Project:** _____

Project Description: Generally describe the project in 3-5 sentences. List the goals and describe expected outcomes. List any other agencies involved in this project.

Target Population: No. of youth to be served: _____ Age Group: _____ No. of Adults served: _____

List geographic area to be served: _____

Financial Information: How will the funds you are requesting specifically be used? _____

Describe how this project will be sustained once this grant is expended.

Please answer the above questions in narrative form on this application, and then attach a detailed **Project Budget** with cost breakdowns and any in-kind contributions from other funders and partners.

Required Signatures certifying the accuracy of the attached information.

Agency Chief Executive Officer Signature

Date

Print Name

***This application form and attachments must be mailed or emailed to: FFDC Maquoketa Valley Alliance Representative, Nancy Preussner, nancy.preussner5@gmail.com, PO Box 37, Delhi, IA 52223, by March 31st of each year requesting funding. Grants will be awarded by the Maquoketa Valley Alliance Board of Directors in April and/or May.**

Foundation for the Future of
DELAWARE COUNTY

200 East Main Street
Manchester, IA 52057
563-927-3325

An Affillate of the Community Foundation of Greater Dubuque

Non-501 (c) (3) Fiscal Sponsorship Agreement

****** The Fiscal Sponsor's IRS 501 (c)3 Tax Exempt Determination Letter or the comparable proof of charitable exception (i.e. a determination document from a City, County or School, confirming their status as a government entity) must be attached to this agreement******

Purpose of Grant: _____

Applicant: _____
Name of the Organization Applying for Grant

Sponsor: _____
501 (c) 3 Non Profit or Government Body (School, City, County) as Legal Applicant/Fiscal Sponsor

_____ (Legal Applicant/Fiscal Sponsor, hereafter referred to as **The Sponsor**) has agreed to serve as a fiscal program/project sponsor for the _____ (Organization conducting the program/project, hereafter referred to as the **Applicant**) as outlined in the attached application and supporting materials. The Board of Directors of **The Sponsor** has passed a resolution adopting the **Applicant** as a program or project consistent with its purpose and mission. The **Applicant's** financial activities will be accounted for as a program/project of **The Sponsor** for IRS auditing and financial reporting purposes.

Since the **Applicant** is not a recognized 501 (c) 3 tax-exempt entity, **The Sponsor** must exercise full control over the **Applicant's** financial administration, management and disbursement of funds. **The Sponsor** has delegated (name of person/s) _____ phone number _____ as responsible for fulfilling of these accounting and reporting functions subject to the ultimate authority of the Board of Directors of **The Sponsor**. **The Sponsor** is responsible for ensuring completion of timely reports and submission of necessary financials statements to the Delaware County Foundation for the Future's Administrative Office: Community Foundation of Dubuque. Failure to insure timely reporting on behalf of the **Applicant** will also result in a loss of good standing.

This agreement will be in effect from the date of a grant award to support the above-named program/project until the grant funds are expended and the final report has been submitted and accepted.

We agree to the terms stated above in this agreement:

Signature of Applicant Board Chair/Executive Director,
Co. Supervisor, Mayor or Superintendent

Signature of Sponsor

Printed Name

Printed Name

Date

Date