

2020 Grant Application

to apply for a waterloo community foundation grant, you must complete this form or online at <https://forms.gle/frD9DjN1UFddMAPG9>.

there are several sections. take your time and work carefully through the entire application. all questions must be answered or your application will not be processed.

deadline to apply**:** We cannot consider your application unless we receive a completed application and attachments by physical delivery or U.S. Mail before the deadline to apply:  **4 p.m. central daylight time, October 8, 2020. after the deadline, no further changes can be made. we will base funding decisions on the application as it stands after the deadline.**

we will use the e-mail address below to communicate with your organization about this application.

Your email address:

1. **GENERAL INFORMATION**
2. **Organization’s Name**:
3. **Project Name**: (Hint: Give your project a short, descriptive name. It is OK to use a catchy name to help it stand out! For example: "Way To Go, Young Lady!" Make a note of this name for future reference. You will need it later if you plan to contact us about your application or your project.)
4. **Grant Amount Requested**: (Example: $1,800. Hint: Put here only the dollar amount of the grant you are requesting from WCF for this project. Don't put the project's total budget here. We will ask for that information in another section of the application.)
5. **ABOUT YOUR ORGANIZATION**
6. **Your organization’s charitable status.** (Hint: WCF awards only to governmental or nonprofit charitable organizations that are qualified as exempt from federal income tax such as 501(c)(3); 170 (c)(2)(b) or government.)
7. **Street Address (Only). (**Example “123 Main Street”. Only put the street part of the address here. Hint: This is the physical location of your main office where someone would go if they wanted to visit your organization.)
8. **City, State, Zip Code.** (Example: “Waterloo, IA 50703”. Hint: This is the city, state and zip code for your main office. You entered the street part in the previous question.)
9. **Primary Contact Person and Title. (**Hint: Tell us the name of the person who will be responsible for handling your organization’s application. Say their job title also, please if their job has a title.)

1. **Contact Phone Number:** (Hint: This is the number we should call if we want to talk to the contact person such as organization main office line, contact person’s direct office line, contact person’s personal private phone or other.)
2. **Contact E-Mail: (**Hint: This is the e-mail address that we should use for sending communications to the Contact Person, and that they will use for sending communications to us. You should make sure that the Contact Person will check this e-mail address frequently. The address can be different from the one you entered at the top of the form. If it's the same, then we still need you to enter it again here.)
3. **Your Organization’s Total Annual Budget**: (Hint: Please put the total amount your organization plans to spend on everything it does during the year that this project will be taking place. This is not limited to just the budget for your project. We will ask for the project's budget in the next section of this application.)
4. **Your Organization’s Mission**:
5. **ABOUT YOUR ORGANIZATION** (Your answer to these questions will help us to a better understanding of the project for which you are requesting a grant.)
6. **What is the total amount of the budget for this project?** (Hint: Please give the total budget for the project. Include the amount you are requesting from the Waterloo Community Foundation.)
7. **What is the timeframe for your project?** (Hint: A timeframe tells us when you plan to start your project, and when you plan to complete it. Use your own words here. You could say a range of months, or a season, or the part of the year. Examples: "March-August 2021" or "Summer 2021" or "Spring school semester of 2021.")
8. **Type of activity: (**Hint: Check one or more boxes to indicate the kind of activity your project will involve. It's OK to check only one box. You can check more than one box too, if that makes sense to you. Please check all that apply to your organization. Other questions that come after this one will ask you for more details.)

**\_\_\_\_\_** Education

\_\_\_\_\_ Arts and Culture

\_\_\_\_\_ Economic Development

\_\_\_\_\_ Health and Human Services

1. **Please describe distinct activities of the project and the time line of when the activities will occur.** (Hint: A time line tells us the sequence of steps or events in your project. For example: "March - purchase materials and prepare activity kits. April-May - enroll kids and train facilitators. June-July - facilitators provide activity kits to kids and lead them through the different activities. (Maybe list the activities here?) August - assess results and send report to WCF.")
2. **Please describe how the foundation’s funding would be used in the project.** (Hint: Your answer can help us to understand the specific way(s) that the Foundation’s support could make a difference in your project.)
3. **Please describe the purpose, need and goals of the project.** (Hint: Briefly tell us what has motivated your organization to launch the project, and what it hopes to accomplish when the project is complete.)
4. **Please describe the benefit of your project for Waterloo.**  (IMPORTANT: Be as specific as you can. Clearly state the impact on Waterloo residents. We cannot consider proposals that give only general goal statements without understandable measures for assessing the project. For example, you might estimate in some detail the number of children or the percentage of Waterloo residents whom your project aims to serve.)
5. **Tell us how your project could be sustained in the future after a WCF grant has been used up.** (Hint: It does not have to be an ongoing project. If it is a one-time project, please just say so. If the project aims to continue after the WCF grant ends, this is where to tell us how your organization plans to keep the project going. Keep in mind that WCF grants are intended to be for one year, only.)
6. **Describe how your organization will measure and report on the impact you expect the project will have on Waterloo. (**Hint: Tell us how your project will actually go about measuring and assessing the project. Please tell us also how you will report the results of your project back to the Waterloo Community Foundation. For example: "Each day we will count the number of young people who participate in the activities. We will assess impact by the numbers of participants and how many days they participate. We will summarize the data to WCF at the conclusion of the project, along with our staff's subjective assessment of the participants' levels of engagement in the different activities.")
7. **Describe your organization’s capacity to conduct the activities of the project.** (Hint: This is the "people and money" part of your application. Try to strike a balance between being brief and being complete. You can list the resources available to the project such as staffing, involvement or leadership by your board of directors, the fiscal and financial health of your organization, your organization's management, or how you plan to use volunteers.)
8. **If you do not receive full funding, how will that impact the project?** (Hint: Be honest. Help us to understand how much the project depends on a grant from WCF.)
9. **How will your organization recognize the WCF, if a grant is awarded for this project?** (Hint: We do ask our grant recipients to generate local publicity when the grant is received, making the public aware of the Foundation’s support. Please tell us how you propose to share the information.)
10. **Tell us about any aspects of features of your project that you believe are unique. (**This question is optional. You don't have to provide an answer. If you choose to answer, please tell us in your own words, what makes this project different from efforts your organization or others are making to serve Waterloo residents?)
11. **REQUIRED DOCUMENTS: Waterloo Community Foundation needs to receive additional documents along with your application. It's not complete without them. The documents include:**
12. Project budget and narrative
13. 501(c)(3) IRS Determination Letter
14. Members of your board of directors
15. Current year and prior year balance sheet and income statement
16. Most recent audit, if available
17. (Optional) Anything else you would like for us to know

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**Applications and required documents must be postmarked or delivered to the Foundation office by Thursday, October 8 at 4 pm. Emailed applications will NOT be accepted.**

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**The US Bank lobby is currently closed, so please call the above number before dropping off applications.**

**Questions? Email or Give Us a Call!**

***Thank you!***