



COMMUNITY FOUNDATION

of Waterloo / Cedar Falls and Northeast Iowa

For good. For ever.

Date: _____

** Please keep application to two pages. Appendices (budget info, 501(c) 3 Letter, audit, etc.) allowed if necessary.

Organization/Agency Requesting Funding: _____

Project: _____ Fed. Tax ID# _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person and Title: _____

Telephone: _____ Fax: _____ E-mail: _____

Amount Requesting: \$ _____ Total Project Budget: \$ _____ Total Annual Agency Budget: \$ _____

Timeframe for Project: _____ Preferred payment date: _____

Type of Request: New Program/Project General Operations Support Capital Equipment/Materials
 Ongoing Support Other: _____

I. Organization

A. Briefly describe the purpose of your organization:

B. Organization's utilization of volunteers.

1. Number of volunteers annually: _____
2. How are these volunteers utilized? _____

II. Project

A. Describe the Community Need/Problem being addressed by this project.

B. Project Description.

1. Briefly describe the project.

2. Describe expected outcomes. (How will you know if the project has been successful?)

C. Targeted Population.

1. Number of youth to be served: _____ Age Group: _____
2. Number of Adults: _____
3. Geographic Area: _____

D. Briefly describe how this project addresses Cedar Valley's Promise (if the project is a youth program located in Black Hawk County), and Opportunity Works Strategic Plan(s) (if the project is located in Black Hawk, Bremer, Buchanan, Butler, Grundy or Tama county, or the Meskwaki Nation).

III. Financial Information.

A. How will the funds you are requesting be used? (Please attach detailed Project Budget)

B. Other Funding Requests. Please list all other sources you are requesting funding from, the amount you are requesting and if funding has been approved. Please include general fundraising activity and in-kind services information.

C. Plans for On-Going Funding.



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TERMS OF GRANT

ACCEPTANCE OF GRANT: The grant to your organization from the Community Foundation of Waterloo/Cedar Falls and Northeast Iowa is for the explicit purpose(s) described below and is subject to your acceptance of the following terms. Please read this document carefully.

GRANTEE: AGENCY NAME

DATE AUTHORIZED: DATE

Amount Authorized: \$\$\$\$.00

GRANT # _____ - PLEASE REFER TO GRANT NUMBER IN ALL CORRESPONDENCE

GRANT RESOLUTION:

\$\$\$\$.00

Grant # _____ from the Community Foundation – _____ FUND for PROGRAM NAME

EVALUATION: The Community Foundation requires a written summary, **within 6 months of the date of this contract**, explaining the effective use of funds received by your organization. All grants are made in accordance with current and applicable laws and pursuant to the Internal Revenue Service Code, as amended, and the regulations issued thereunder.

ACCOUNTING: The grantee organization is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting procedures. No benefits or services are being made to the Foundation or to the donor(s) to the named Fund(s) as a result of this grant.

PUBLIC REPORTING: The grantee shall send to the Foundation office copies of all publicity regarding the grant, including print media and information materials that are related to the project supported by the grant. See the document *"Publicity- Working Together to Tell Our Stories"* for more information on the publicity requirements and wording for your grant award. (Document should have been received separately from this grant.)

The Grantee is also asked to send one or more photos of the project funded. If photos are not possible, please contact the Director of Communication and Marketing.

REVERSION OF GRANT FUNDS: The grantee will return to the Foundation any unexpended funds at the close of the grant period. Funds also will be promptly returned:

- a. If the Foundation determines that the grantee has not performed in accordance with the Terms of Grant or met the specific grant conditions of the approved program and its supporting budget
- b. If the grantee loses its exemption from federal income taxation as provided for under Section 501(C)(3), formerly 101(6), of the Internal Revenue Code.

LIMIT OF COMMITMENT: Unless otherwise stipulated in writing, this grant is made with the understanding that the Foundation has no obligation to provide other or additional support to the grantee.

The forgoing conditions are hereby accepted and agreed to as of the date indicated.

Please sign and return to the address below within 1 week of receipt to receive your award check.

Authorized Signature

Print Name, Title & Date



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Report Form for Community Foundation Grant

REPORTING ON USE OF GRANT: Your organization should provide a report within 6 months of receiving the grant. Your report is a record of what you have achieved and what you have learned in the process. It will help shape future grant making by the Foundation.

Grantee:

Date Grant Authorized:

Project Funded:

Name of person reporting:

Amount Authorized:

Grant Number: _____

Attach responses to the following:

- Briefly summarize project:
What were your achievements as they relate to the goals and objectives of the project?
If you modified your intended outcomes, indicate the changes.
Have there been any unanticipated outcomes? What are they?
- Number of adult volunteers / Number of youth volunteers that were a part of the project:
- Number of adults served as a result of the project:
- Number of youth served as a result of the project:
- Names of agencies or groups with whom you have collaborated to make this project happen. Tell how they were involved:
- Project budget - include an expense sheet for the project detailing how funds were expended; include a income sheet for the project including donations received from other groups, individuals and organizations, any In kind gifts and services the project received (these are encouraged and it is hoped that the grant will serve as an impetus to receive additional support).
- Future plans for the project.
Do you plan to continue the project? Has the project become self sustaining? Do you think this project could be used by other groups? In what ways? What plans, if any at this time, do you have to disseminate information on the project?
- If there is a balance left at the time of the report, you may make a request for a continuation of time to expend the grant monies. Please indicate how you plan to expend the balance and give a time line.

I certify the accuracy of the attached report for expenditures and usage of grant funds for the above mentioned project and that the resulting balance is accurate.

Signature of Chief Executive Officer of Organization

Date _____

***Please return along with a photo or a copy of any news coverage for potential use in future Community Foundation materials to:**

Community Foundation ♦ P O Box 1176 ♦ Waterloo, Iowa 50704

News Release

For Further Information Contact:

Carolynn Sween
Program Director
(319) 287-9106

Release Date:

August 25, 2004

For Immediate Release

**Community Foundation of Waterloo/Cedar Falls and
Northeast Iowa Grant Deadline Reminder**

The grant deadline for the Community Foundation of Waterloo/Cedar Falls and Northeast Iowa's fall grant cycle is October 1. Grants are awarded in the following areas:

- Arts & Culture
- Community Affairs & Development
- Education
- Environmental Education & Protection
- Health
- Historical Preservation
- Human Services
- Youth Programs

Completed applications must be **postmarked by October 1, 2004** to be considered for fall funding. Application forms can be downloaded from the Community Foundation's website at <http://www.communityfoundationneiowa.com>, or they can be picked up at the Community Foundation office at 425 Cedar St., Suite 310. Grants are awarded in December.

First-time grant applicants should visit with Community Foundation President & CEO, Mary Ann Burk, or Carolynn Sween, Program Director, prior to submitting an application. Grant applicants must be a 501(c)3 designated organization in order to be considered for funding.

For more information, please call the Community Foundation of Waterloo/Cedar Falls and Northeast Iowa at 287-9106.

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News Release

For Further Information Contact:

Mary Ann Burk
President and CEO

Carolynn Sween
Program Director

(319) 287-9106

For Immediate Release

Community Foundation Announces \$340,000.00 in Grants

At the December Board Meeting of the Community Foundation of Waterloo/Cedar Falls and Northeast Iowa, the Board of Trustees approved a *total* of \$343,554.98 in grants to area non-profit agencies and organizations. An update on a recent Community Foundation grant to support the Waterloo-Cedar Falls Symphony Orchestra Children's Concerts was also given by Rachel Ford, executive director of the WCFSO.

Following is a list of agencies that will receive grants this holiday season from the Community Foundation of Waterloo/Cedar Falls and Northeast Iowa's discretionary funds.

Arts and Culture

Afro- American Community Broadcasting, Inc.

Purchase of Digital Transmitter and Content Delivery Equipment

University of Northern Iowa Museum

Support of the dinosaur exhibition called-A T-Rex Named Sue

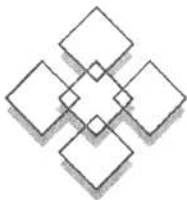
Waterloo Community Playhouse

Set and promotional needs

The Community Foundation is a permanent, growing endowment built by gifts both large and small from individuals, families, organizations, communities and businesses. Since 1956, residents of Northeast Iowa have been turning to the Community Foundation of Waterloo/Cedar Falls and Northeast Iowa to make their philanthropic giving as effective as possible. With over 230 charitable funds and over \$23 million in total assets the Community Foundation provides a permanent philanthropic presence in the community. Since its inception, over \$19 million has been granted to projects and programs throughout Northeast Iowa focusing on arts & culture, education, health, historic preservation, community development, environment, and human services.

To learn more about the Community Foundation please call (319) 287-9106.

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DISTRIBUTION CALENDAR

Fall Grant Cycle:

July/August- Press Release & Application Dissemination
September- Press Release- Deadline Reminder
October 1- Postmark Deadline for Applications
November- Distribution Committee Review of Applications & Meeting
 Mitchell-Howard County Opportunity Fund Review & Recommendation
December- (First Tuesday)- Board of Trustees meeting
 Review/Approval of Distribution Committee recommendations
 Reports Due on Spring Grants
December/January- Applicants Notified, Terms of Grant to Recipients, Grants Paid

Spring Grant Cycle:

February- Press Release & Application Dissemination
March- Press Release- Deadline Reminder
 Scholarship Deadline- First Friday of March
April 1- Postmark Deadline for Applications
 Scholarship Selection Committee Review & Meeting
May- Distribution Committee Review of Applications & Meeting
 Neighborhood Improvement Fund Committee Review & Meeting
June- (First Tuesday)- Board of Trustees Meeting & Annual Meeting
 Review/Approval of Distribution Committee recommendations
 Reports due on Fall Grants
June/July- Applicants Notified, Terms of Grant sent to Recipients, Grant Paid