



Dallas County Foundation Mission
Foster private giving ~ Strengthen service providers ~ Improve communities

Dallas County Foundation 2024 Grant Instructions

We are pleased to announce the availability of the Dallas County Foundation Grant Application. These instructions were developed to make the grant seeking process more efficient. DCF was formed in 2005 to provide support for Dallas County projects proposed by non-profit organizations.

The Foundation Board of Directors is made up of individuals who look for projects that address community issues that positively impact the greatest number of Dallas County residents. We encourage projects that will enhance communities. Each year the Foundation makes grant awards to worthwhile Dallas County projects that are identified by this process.

Areas of Emphasis are:

Art, Culture, Humanities	Education	Health
Human Services	Public/Society Benefits	Environment/Animals

The Dallas County Foundation makes grants to **IRS 501(c) (3), (5), or (6) federal income tax-exempt organizations and 170(b) units of government organizations**. Religious or political organizations are not eligible unless their project benefits the entire community.

An organization not having one of the federal income tax exempt designations listed above can affiliate with an organization that does, such as your city government. The grant requesting organization would need to ask that entity to be their fiscal agent. The grant application would need to include a signed “Letter of Intent” from this agency and a copy of a letter from the IRS confirming their non-profit status.

The number of grants awarded will depend upon the amount of funds available to the Dallas County Foundation each fiscal year. The maximum grant awarded for any one proposal is \$20,000. Grant funds will be available no later than May, and must be used within twelve months. All funds awarded must be applied to the cost of the project applied for.

Evaluation Report:

A post-evaluation report must be submitted along with project receipts, pertinent news clippings, and pictures as soon as the project is completed or within twelve months of receiving funds. Without a completed evaluation report the non-profit group will not be eligible for another DCF grant.

Email the report, pictures, and receipts to dcfboardmember@gmail.com or mail one copy of the evaluation with receipts and pictures to DCF, Box 46, Adel, IA 50003. The evaluation form can be found at: www.dallascountyfoundation.org

<p>Items that will not be funded:</p> <ul style="list-style-type: none"> ● Annual operating expenses ● Grants to individuals ● Scholarships ● Salaries ● Taxes ● Transportation ● Insurance ● Shipping Costs ● Budget deficits ● Other endowment foundations ● Recurring or ongoing expenses ● Projects not serving Dallas County ● Politically sensitive projects ● Religious projects ● Start up funds ● Equipment given to an individual to keep ● Consumable items 	<p>Projects must:</p> <ul style="list-style-type: none"> ● Include in-kind and/or matching funds (Minimum of 25% of total project cost) ● Be signed by your Board Chair or President ● Have the required documents attached
--	--

The **Grow Greene County Gaming Corporation** has generously shared profits with counties that border Greene County, and that have a community foundation. These funds will be awarded through our Dallas County Foundation grant process and will require recognition of both the Grow Greene County Gaming Corporation and the Dallas County Foundation. Non - profits receiving Grow Greene County funds will be advised and receive further instructions as needed. To learn more about GGCGC check this website: www.growgreencounty.org

Grant Application Instructions:

Part I. **The information on the Part I pages is very important.** It is a summary page only. **Don't make references to other pages,** Keep all of your responses on this page.

Part II: This is the heart of the application. There are three sections and an itemized budget that are to be completed. Give as much detail as possible, but be concise. Keep your responses to the space provided.

Question 4 asks for information on the project budget. Use the sample project budget in these **INSTRUCTIONS** as your guide. This should be a detailed project budget. It should include total project cost and also show matching funds and/or in-kind funds as well as funds you will be requesting from the Foundation. We want to see that you have an understanding of project cost and funds required for completion. Matching funds may come from another source or your own dollars. In-kind donations could be unpaid labor, donated materials, etc.

Matching and/or in-kind funds are required. Funds should be at least 25% of the total.

Part II: Continued ----- Sample Budget Format:

Organization Name:				
Item (give detail)	Cost	In-Kind Funds	Matching Funds	Requested funds from DCF
Design and signage per Acme signage	840			
Installation of signage per Acme signage	200			
Bricks for base of sign per brick company	200			
Labor for building brick base, \$15 x 3 people x 8 hours	360			
Total Cost of project	1600			
In Kind (give detail)				
labor from organization membership, \$15 x 3 people x 8 hours		360		
Local brick factory donates 50 brick @\$4.00 ea		200		
Matching Funds (be specific)				
Ortonville City Council			200	
XYZ Civic Group			200	
Totals	1600	560	400	640

Part III. The president or chairperson of the board for the grant requesting organization must sign and date the grant application prior to submission. **A grant without the required signature will not be considered.** Hint: **Get this signature right away!**

Part IV. These are **required** pieces of information that must be provided.

1. A Letter of Determination from the IRS –
2. - a signed Letter of Intent to Act as the Fiscal Agent, **(if applicant is not a 501(c) (3), (5) or (6) or 170(b)). You can find sample copies of these instruments online to make sure you have the correct ones.**
3. List of the Board of Directors, i.e., School Board, City Council, non-profit board
4. Bids and estimates

NOTE: The DCF grant committee reserves the right to request a copy of the Organizational Budget and Balance Sheet, a copy of the most recent audit, financial statement or tax return (IRS 990) of the entity requesting grant funds.

Submission of Grant:

Please submit **One** original and **Six** copies of the completed application:

By Mail

County Foundation
Attn: Grant Committee
P.O. Box 46
Adel, IA. 50003

Drop Off

Lincoln Savings Bank
Attn: Tim Canney
312 Nile Kinnick Dr. or
Adel, IA. 50003
Hrs. 8:30 – 5:00 M – F
(4 – 5 PM – Drive-thru Only)

Drop Off

Racoon Valley Bank
Attn: Melissa Landon
1202 2nd St.
Perry, IA. 50220
Hrs. 8:30 – 4:30 M – F
9:00 – 12:00 Saturday

Any questions please contact: www.dallascountyfoundation.org/contact

Application deadline:

Thursday, February 1, 2024 Check above for bank hours

Completed applications must be received by February 1, 2024 to be accepted.

Grant applicants will be notified of approval or denial in March. Funds are normally available by May.

Project evaluations must be submitted to the grant committee at the address above or emailed to dcfboardmember@gmail.com no later than 12 months from the date that the funds were received. If the project will not be completed within that time frame, please contact DCF to request a time extension. The evaluation form can be found at: www.dallascountyfoundation.org

Note: You are not eligible to submit another grant application until a completed project evaluation form is submitted. If your organization has received a DCF grant in the past, a completed Project Evaluation form must be submitted on past grant awards BEFORE a new grant application will be accepted.