



# Dallas County Foundation 2017 Grant Application Part I – Cover Page

Project Title \_\_\_\_\_ Date Submitted \_\_\_\_\_

Organization Name \_\_\_\_\_ Legal Name as listed with IRS \_\_\_\_\_

Organization Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Employee Identification Number (EIN) \_\_\_\_\_

Phone \_\_\_\_\_ IRS Status: 501(C) (3), (5), (6) or 170(b) \_\_\_\_\_

Name and title of contact person regarding this application \_\_\_\_\_ Phone \_\_\_\_\_ e-mail address \_\_\_\_\_

Name and title of fiscal agent contact person (if different than above) \_\_\_\_\_ Phone \_\_\_\_\_ e-mail address \_\_\_\_\_

Physical address of fiscal agent contact (if organization is neither an IRS 501(C) (3), (5), (6) nor 170b ) \_\_\_\_\_

Total cost of Project _____	Total Requested from DCF _____	Total Matching Funds and/or In-Kind Funds _____	Dallas County population served (est #) _____
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Type of Request: (indicate one) \_\_\_\_\_ Capitol Base (the building of or physical improvement of something)  
 \_\_\_\_\_ Special Project

Project Focus Area: (indicate as many as apply to your project)			
Art/ Culture/ Humanities _____	Education _____	Health _____	
Public/Society Benefits _____	Environment/Animals _____	Human Service _____	

**1. In no more than three sentences describe your organization.**

**2. In no more than three sentences describe the project for which you are requesting funds.**

## **Part II: Grant Application Form**

1. There are three parts to this question. You have a page to write in detail about your project describing your:

- goals and objectives,
- the need, benefits and support for your project and
- the target population and numbers that will benefit from your project.

2. List other resources or partners assisting with your project, including funds applied for and/or secured. (Matching funds or in-kind resources are required.)

3. How will you measure the impact of your project and if the goals and objectives were reached?

4. How do you propose recognizing Dallas County Foundation and/or Grow Greene County for assisting? (Newspaper, Facebook, plaque, open house, ribbon cutting ceremony, etc., are some suggestions.)

5. Using the sample budget provided in the grant instructions as a guide:

- Itemize the items required to complete the project and list their costs
- Show the source and amount of funds used to cover the costs
- Include the amount requested from the Dallas County Foundation as well as other funding

### Part III: Applicant Board Approval

Board Approval from applicant Organization:

We approve submission of this grant request and certify that the purpose of this request is charitable and that monies received from the Dallas County Foundation will be used solely for the project stated in this application.

\_\_\_\_\_  
Signature of Board Chairman/Date

\_\_\_\_\_  
Printed name of Board Chairman

### Part IV: Attachments Check List

Place attachments in the following order:

1. A copy of IRS Federal Income Tax exempt letter **OR** signed Letter of Intent to Act as the Fiscal Agent, only if applicant is not a 501(c) (3), (5) or (6) or 170(b).
2. A list of Board of Directors
3. Other items such as bids and estimates

*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 requesting entity.*

### Part V: Submission of Grant

Please submit **One** original and **Six** copies of the completed application. Simply staple the “Part I - Cover Page” to the front of the application, and do not put the applications in binders or folders. Submit to:

**By mail:**

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

or

**Drop Off**

Lincoln Savings Bank  
Attn: Grant Committee, Tim Canney  
805 Main Street  
Adel, IA. 50003

**Application deadline is: 5:00 P.M., Wednesday, February 1, 2017**  
**Completed application must be received by February 1, 2017 deadline.**

Funds will not be available until May of the grant year and must be used within a twelve month timeline. A post evaluation form **must be submitted within 12 months** of receiving DCF monies. The evaluation form can be found on our website: [www.dallascountyfoundation.org](http://www.dallascountyfoundation.org).