



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

Dallas County Foundation 2017 Application Overview

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 will make grant awards to worthwhile Dallas County projects that are identified by this grant process.

Areas of Emphasis are:

Art, Culture, Humanities
Human Services

Education
Public/Society Benefits

Health
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.

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. E-mail the report, pictures and receipts to vickilage@gmail.com or mail two copies of the evaluation with receipts and pictures to DCF, Box 46, Adel, IA 50003. The evaluation form can be found at: www.dallascountyfoundation.org

Items that will not be funded:

- Annual operating expenses
- Grants to individuals
- Scholarships
- Salaries
- Budget deficits
- Other endowment foundations
- Recurring or ongoing expenses
- Projects not serving Dallas County
- Politically sensitive projects
- Religious projects
- Start up funds
- Consumable items

Projects must:

- Include in-kind and/or matching funds
- 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 “Grant Application Cover Page” is very important. It is a summary page only. Don’t make referrals to other pages. Keep all of your responses on this page.

Part II: This is the heart of the application. There are five questions or items that are to be completed. Give as much detail as possible, but be concise. Keep your responses to the space provided.

Question 5 asks for information on the project budget. 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.**

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

Organization Name:				
Item	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.**

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

1. Copy of IRS Federal Income Tax exempt letter **OR** a signed letter of intent to act as Fiscal Agent, only if applicant is not a 501(c) (3), (5) or (6) or 170(b).
2. List of the Board of Directors, i.e., School Board, City Council, non-profit board
3. 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:

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

Or drop off to:

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

Any questions please contact:

Vicki Lage	vickilage@gmail.com	515-465-5872
Teresa Wichtendahl	vegors@rocketmail.com	515-993-2019
Jim Riordan	riordanjr@gmail.com	515-979-0496

Application deadline: 5:00 P.M., Wednesday, February 1, 2017
Completed applications must be received by the February 1, 2017

*Grant applicants will be notified of approval or denial in March. Funds will be available by May. Project evaluations must be submitted to the grant committee at the address above or e-mail to vickilage@gmail.com when the project is **completed/ or no later** than 12 months from the date that funds are received. The evaluation form can be found at: www.dallascountyfoundation.org*

*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.*