

## **ELIGIBILITY TO APPLY**

To be eligible to apply, you must demonstrate all of the following characteristics:

1. Be a non-profit, legally tax-exempt organization.
2. Be located in and serving primarily clients in the Marion County area.
3. Serve a charitable purpose by enhancing the quality of life in Marion County in such areas as health, education, culture, recreation, or the enhancement and preservation of the county's heritage.

## **PRINCIPLES FOR GRANT MAKING**

1. The Foundation makes grants to support creative and innovation programs, current or emerging charitable opportunities, services not presently offered and capital projects - all of which should enhance the quality of life in the county. Grants are not made in support of annual operating budgets or of projects normally included herein.
2. Especially interesting are projects proposed by coalitions of service providers, those likely to gain support from matching fund arrangements, and those replicative in design.
3. Projects funded should not represent significant duplication of initiatives already undertaken by other non-profit agencies.
4. Requests will generally be denied for crisis intervention, current budget support, elimination of deficits, reduction of debt or funding of completed projects.
5. Special attention will be given to projects that apply to broad segments of the population.
6. Low priority will be given to programs or projects of churches which have a narrowly sectarian purpose. However, programs will be considered if they have ecumenical base or are designed to serve persons in need of food, clothing, shelter or counseling without regard to their religious affiliation.

## **CRITERIA TO BE USED BY THE DISTRIBUTION COMMITTEE**

Proposals will be judged on the basis of such things as:

- The intrinsic merit of the project proposed.
- The priority of the need to be met.
- The ability and past experience of the staff in terms of successful completion of the projects.
- The clarity and measurability of the project's goals.
- Plans to fund the project beyond the grant period.
- The feasibility of the time frame given for completion of the project.

## INSTRUCTIONS

IF YOU ARE ELIGIBLE FOR FINANCIAL SUPPORT AND YOU WISH TO APPLY, YOU MUST DO THE FOLLOWING:

- I. Complete an application form which includes answers to specific requests for information (see page 3 of this document). It should be used as the **COVER PAGE** of your proposal.
- II. Provide evidence of your tax exempt status. It is usually done through a copy of the most recent determination letter from the IRS recognizing your tax exempt status under Section 501(c)(3) of the Internal Revenue Code.
- III. Prepare a narrative request for support which should include such things as:
  - A. A brief description of the proposed project (what, when, where, why, how and by whom).
  - B. An explanation of the community need which will be served, the people who will benefit, and proposed ways to measure success.
  - C. A summary of planned revenues and expenditures in carrying out the project.
  - D. A brief history of the organization including its purposes.
- IV. Submit five (5) copies of the application.

**APPLICATION DEADLINE:** April 20

**MAIL FIVE (5) COPIES TO:** Marion County Community Foundation  
P.O. Box 92  
Knoxville, IA 50138

**COVER PAGE OF PROPOSAL**

**APPLICATION FORM** (use black ink)

Date submitted: \_\_\_\_\_

1. Organization Name: \_\_\_\_\_
2. Address: \_\_\_\_\_  
Federal Tax ID No. \_\_\_\_\_ Email: \_\_\_\_\_
3. Contact Person: \_\_\_\_\_ Contact Phone No. \_\_\_\_\_
4. President/Board Chair: \_\_\_\_\_
5. A description of the organization (limit to one paragraph):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Attach a list of the Board of Directors.
7. Attach a copy of the most recent financial report (if available).
8. Title of project: \_\_\_\_\_
9. Amount requested from Foundation: \_\_\_\_\_ Total cost: \_\_\_\_\_
10. A summary of the proposal (condensed sufficiently to be included on this sheet).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Previous grants received from Marion County Community Foundation: \_\_\_\_\_  
\_\_\_\_\_

This organization consents to photographs of complete project and consents to publication of such photographs including members of the organization and their children shown on the webpage and published in local newspapers.