



IOWA WEST FOUNDATION

FUNDING GUIDELINES & PROCEDURES

The mission of the Iowa West Foundation is to improve lives and strengthen communities for future generations. We do this by providing leadership, creating partnerships, leveraging resources, and serving as a catalyst in identifying and supporting community needs.





IOWA WEST FOUNDATION

HAS A SPECIAL INTEREST IN:



Community Development and Beautification

A high priority is given to community development projects that encourage neighborhood revitalization and create more livable neighborhoods. Proposals that improve the quality of life and enhance the image and/or appearance of our community will be seriously considered. Priority will be given to projects of urban design that improve public spaces along the Missouri Riverfront, in downtown Council Bluffs, at the Mid-America Center area, and along major traffic corridors leading into downtown Council Bluffs. Proposals that improve the appearance of major traffic corridors cited in the CB-21 plan will be considered; however, top priority will be given to the completion of corridor beautification improvements along West Broadway Avenue and East Kaneshville Boulevard as well as the initiation of improvements along the South Expressway. Community beautification and development proposals outside of Council Bluffs in Pottawattamie County will be considered if they are consistent with the Nishnabotna Loop vision plan or are included in community plans.



Economic Development

An important community goal is to retain or create family wage jobs that will result in increased economic self-sufficiency for area families and residents. The Foundation's primary economic development role is to serve as a catalyst by building the capacity of the public and the nonprofit sectors to effectively plan and manage economic development projects. A special focus is partnering with local government and the nonprofit sector to support ongoing economic development projects at the Mid-America Center in order to create a major tourist and visitor destination for the region. Proposals to support infrastructure improvements for rural communities within Pottawattamie County are not considered directly by the Foundation, but are referred to the Pottawattamie County CITIES Fund (Community Improvements to Increase Economic Stability).



Education

The Foundation has an interest in new and innovative programs that promote life-long learning, academic performance, and workforce preparation. Early childhood educational programs and quality daycare programs that address underserved age groups and serve children from economically and educationally disadvantaged families in Pottawattamie County will be considered. Proposals for capital improvements to school property will not be considered. The Foundation does not accept K-12 proposals from individual schools or school districts without the approval of the local area education agency. Individual petitions for scholarships are not accepted outside of the existing Iowa West Foundation Scholarship Program.



Human and Social Needs

The Foundation places a high priority on new and innovative programs that strengthen families, address the needs of underserved youth, provide services to senior citizens, and help our citizens to reach their potential. Examples of such programs include proposals that address the following: homeless/transitional housing needs; the high incidence of teenage pregnancy; the lack of availability of prenatal care; and chemical dependency issues, especially the increase in the region of methamphetamine use. Collaboration between various partners to meet human and social needs is strongly recommended.

Applicants may apply on-line at www.iowawestfoundation.org or on paper in the traditional manner. The on-line application is faster, easier and more convenient. Internet access is generally available in public libraries.



OUR GENERAL GRANT POLICIES ARE AS FOLLOWS:

Applicant must be an IRS-approved tax-exempt non-profit under section 501(a) of the Internal Revenue Code (IRC) as described in IRC 501(c) (3) OR a tax-exempt school (applying via AEA-13) or other government entity.

The Foundation's geographic focus is southwest Iowa and eastern Nebraska, the primary focus being Council Bluffs and Pottawattamie County with a secondary focus on contiguous counties.

To heighten the impact of its grant making, the Foundation is especially interested in leveraging its grants by partnering with other organizations, governmental entities, and funders.

The Foundation has a special interest in funding innovative programs that address community needs as well as facilities and physical improvements that will have a lasting positive impact on the community's image and quality of life.

The Foundation will be considering grant applications covering a wide range of community needs with a focus on community development and beautification, economic development, education, and human and social needs. Every effort will be made to maintain a reasonable balance in awarding grants to the various areas of need.

In addition to responding to proposals, the Foundation may assume a proactive initiating role in addressing a community need when an existing mechanism or grantee organization is not available or suitable.

The Foundation will not fund operating deficits or provide long-term operating support; however, the Foundation will consider support for the start-up operating expenses directly associated with a new program or project that is consistent with our focus areas.

The Foundation is interested in leveraging its grant awards; therefore, applicants are encouraged to secure at a minimum dollar for dollar match for their grant requests. In general, qualifying in-kind support shall not amount to more than 15 percent of total project costs.

The Foundation will remain flexible enough to respond to unique challenges, ideas, and projects that lie beyond its established focus areas, yet would fulfill our mission to improve lives and strengthen communities.

As needed, Foundation staff may assist grant applicants in refining their proposals in order to improve the proposal's likelihood for success.

Grant recipients will be required to execute and return a grant award agreement within thirty days from the date they are notified of their grant award. Recipients also will be required to submit periodic reports during and following the grant period as stipulated by the approved grant.

No grant application will be approved that is inconsistent with the charitable tax exempt status of the Foundation.

GRANT REVIEW CRITERIA:

In reviewing applications, the Foundation's Staff, Advisory Committees, Grants Review Committee and Board of Directors carefully consider the following criteria:

- ▶ The relevance of the proposed project to the Foundation's mission and four focus areas
- ▶ The extent to which the proposal addresses a community need, demonstrates broad-based community support, and provides benefits to the community-at-large
- ▶ Ability of the proposed project to leverage funding and support from other sources
- ▶ Extent to which the proposal maximizes community resources through cooperation and collaboration with other organizations in the community and the elimination of redundant services, programs, or projects
- ▶ The capacity of the applicant's organization and staff to achieve the desired result
- ▶ The sustainability of the proposed project without additional long-term financial commitments from the Foundation

GRANTS ARE NOT AWARDED FOR ANY OF THE FOLLOWING USES:

- ▶ Participating in, or intervening in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office (within the meaning of section 501(c) (3) of the IRC)
- ▶ Carrying on of propaganda or otherwise attempting to influence legislation (within the meaning of section 4945(d) (1) of the IRC)
- ▶ Influencing the outcome of any specific public election or carrying on, directly or indirectly, any voter registration drive (within the meaning of section 4945(d) (2) of the IRC)
- ▶ Making any donative grant to or directly benefiting any non tax-exempt organization or individuals (including scholarships **outside** of the Iowa West Foundation Scholarship Program)
- ▶ Undertaking any activity for any non-charitable purpose or to the extent that use of grant funds would constitute a "taxable expenditure" (within the meaning of section 4945(d) of the IRC) or in any other manner which would jeopardize or cause the Foundation to lose its status as an organization exempt from federal income tax under section 501(c) (3) of the IRC
- ▶ Discriminating against any individual or group based on race, religious beliefs, ethnic or national origin, or otherwise legally impermissible criteria
- ▶ Benefiting for-profit businesses
- ▶ Supporting private foundations as described in IRC 509 (a)
- ▶ Funding projects outside of southwest Iowa and eastern Nebraska
- ▶ Benefiting church-affiliated organizations for religious purposes (however, support may be provided to non-religious programs like child care, hunger centers, etc.)
- ▶ Providing support for benefit and fundraising events, such as galas or golf tournaments
- ▶ Participating in capital campaigns for hospitals, medical facilities, assisted living projects, nursing homes, independent care, and extended care facilities
- ▶ Funding medical research
- ▶ Supporting capital requests for improvements to school property
- ▶ Financing publications, films, books, seminars, symposia and conferences
- ▶ Funding proposals that were declined by the Foundation board within the previous 12 months



APPLICATION PROCEDURES

The first step in applying is determining eligibility. The Eligibility Quiz and Letter of Inquiry may be completed on-line at www.iowawestfoundation.org, or by contacting the Foundation for information at (712) 309-3003. The second step is completing the full application. Foundation staff will review these Letters of Inquiry further for eligibility and then contact each prospective applicant/project.

2005 DEADLINES

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Letter of Inquiry	February 1st	May 1st	August 1st	October 1st
Full Proposal	February 15th	May 15th	August 15th	October 15th

2006 AND FUTURE DEADLINES

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Letter of Inquiry	January 1st	April 1st	July 1st	October 1st
Full Proposal	January 15th	April 15th	July 15th	October 15th

In fairness to others, we adhere strictly to receiving applications before the 5:00 p.m. deadline on the above dates. When the 1st or 15th of the month falls on a weekend/holiday, the deadline moves to the next business day. Late submissions are automatically moved to the next round for consideration. Foundation staff is available for consultation.

REVIEW PROCESS



The Iowa West Foundation has established a community-based grants review process in an effort to insure objective review and input regarding grant proposals. Four grant advisory committees have been established to correspond with the Foundation's four focus areas. Community volunteers serve on these advisory committees. Grant proposals are referred to these committees by the Foundation staff.

Recommendations from Foundation staff and the grant advisory committees are forwarded to the Grant Review Committee for their consideration in making funding recommendations to the Foundation's Board of Directors.

Applicants will be notified of the Board of Directors' decision within ninety days from the full proposal deadline.

Applicants are discouraged from lobbying our community volunteers (our grants advisory committees, grant review committee and board of directors) regarding their proposals.

Applicants are encouraged to consult with Foundation staff. For technical assistance, contact Grants Manager Deb Debbaut at (712) 309-3003.



IOWA WEST
FOUNDATION

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