

# APPLICATION

**Please Note:** fields highlighted in gray are populated from the Letter of Inquiry you submitted. Fields that are not highlighted are unique to the application.

## Contact Information

This information is automatically completed based on the choices you selected in at the LOI phase.

**\*Salutation**

(Text)(100 character maximum)

Instructions:

- Enter a salutation, examples: **Ms.** , **Mr.**

**\*First Name**

(Text)(40 character maximum)

Instructions:

- Type your first name and capitalize the first letter only.

**\*Last Name**

(Text)(40 character maximum)

Instructions:

- Type your last name and capitalize the first letter only.

**\*Title**

(Text)(50 character maximum)

Instructions:

- Role within your organization

**\*E-mail Address**

(Text)(100 character maximum)

Instructions:

- Enter your primary e-mail address.

**\*Telephone**

(Text)(30 character maximum)

Instructions:

- Telephone

**\*Address**

(Text)(100 character maximum)

Instructions:

- Address

**\*City**

(Text)(50 character maximum)

Instructions:

- Type the city in full - no abbreviation please. Capitalize the first letter only.

**\*Zip**

(Text)(20 character maximum)

Instructions:

- Zip

## Organization Information

**\*Legal Name**

(Text)(100 character maximum)

Instructions:

- Organization's Legal Name

**AKA/DBA Name**

(Text)(100 character maximum)

Instructions:

- If applicable, list your organization's "Also Known As" or the "Doing Business As" name

**\*Address**

(Text)(100 character maximum)

Instructions:

- This will be your physical address.

**\*City**

(Text)(50 character maximum)

Instructions:

- Type the name in full (no abbreviation).

**\*ZIP**

(Text)(20 character maximum)

Instructions:

**\*County**

(Text)(255 character maximum)

Instructions:

- County of Organization

**\*Telephone**

(Text)(30 character maximum)

Instructions:

**Website Address**

(Text)(100 character maximum)

Instructions:

**\*CEO/Executive Director**

(Text)(255 character maximum)

Instructions:

Instructions:

- Upload a file with the names of your current Board of Directors and their professional affiliations by clicking the **Upload Link** below. Attach your file in xls, and xlsx or pdf format (or fax/mail a copy to IWF).

**\*Board of Directors**

(File Upload)File Upload; 2572864 byte limit

Instructions:

- If you do not have a current copy of your IRS letter of tax-exempt status on file at IWF, upload a copy. Click the **Upload File** below and attach your file in pdf format (or fax/mail a copy to IWF).

**IRS Tax Exempt Letter Upload**

(File Upload)File Upload; 3145728 byte limit

Please do not copy/paste quotation marks or bullets into the following paragraph fields. Quotation marks and bullets do not display correctly. You may fax, mail or email documents that you are unable to upload.

Instructions:

(No input required)

**\*Organization History**

(Paragraph)(2000 character maximum)

Instructions:

- Briefly describe the history of your organization.

**Organization Chart**

(File Upload)File Upload; 10485760 byte limit

Instructions:

- Upload your organization chart.

**Organization Strategic Plan Upload**

(File Upload)File Upload; 10485760 byte limit

Instructions:

- Upload a copy of your organization's strategic plan.

**\*Organization Budget**

(File Upload)File Upload; 1524288 byte limit

Instructions:

- Upload your organization's annual budget (including expenses and income) for the current program year, or complete the attached template with your organization's annual budget numbers. If you upload your budget, ensure the document is no longer than 3 pages and that it is in doc, docx, pdf, xlsx or xls format (or fax, mail or email a copy to IWF).

An Organization Budget Template from IWF is available to download. **Right click [Organization Budget Template](#) and "Save Target As"** the template to your computer. Once you've completed it, click the **Upload File** link below and attach the template.

Instructions:

- Please upload your organization's financials for the last complete fiscal year. Click the **Upload File** link below and attach your file in pdf format (or mail a copy to IWF). If your organization has audited financials, please provide those. In the event that your organization does not have audited financials, please provide the fiscal year end financials packet that was reviewed and approved by your board of directors.

**\*Financial Audit**

(File Upload)File Upload; 10485760 byte limit

## Proposal Information

**\*Request Type**

(Single-Select List)

- Capital
- General Operating
- Program

Instructions:

- Based on the type of support you are seeking, select the application type. Before selecting the type of application, ensure that you have read the [Foundation's Grant Application Policies and Procedures](#) to familiarize yourself with the requirements for each type of support.

**\*Project Title**

(Text)(255 character maximum)

Instructions:

- Enter the title of your grant request.

**\*Project Start Date**

(Date)

Instructions:

- Grant funds cannot be used for expenses incurred prior to grant notifications. IWF will not fund past-incurred debt. Refer to our grant guidelines for notification dates.

**\*Project End Date**

(Date)

Instructions:

**\*Total Project Amount**  
(Currency)(20 character maximum)

Instructions:  
• What is the total dollar amount of the project? This amount must be reflected in your *Uploaded Budget*. For applications through the Multi-Year Funding program, include the annual total of all of your low-Based programming.

**\*Request Grant Amount**  
(Currency)(20 character maximum)

Instructions:  
• What amount of money are you requesting from the IWF? This amount cannot exceed 50% of the proposal budget.

**\*Percentage of Your Total Project**  
(Number)(3 character maximum)

Instructions:  
• What percentage of the total project budget is the amount requested?

## Proposal Demographics

Description of the population served by your proposal request

**\*Number Served**  
(Number)(15 character maximum)

Instructions:  
• Please provide the total number of direct clients supported by this grant.

### \*Geographic Focus Areas

- PRIMARY FOCUS
- ----% Council Bluffs
- ----% Pottawattamie County (not CB)
- OTHER ELIGIBLE COUNTIES
- ----% Adams County, IA
- ----% Audubon County, IA
- ----% Carroll County, IA
- ----% Cass County, IA
- ----% Cass County, NE
- ----% Crawford County, IA
- ----% Douglas County, NE
- ----% Fremont County, IA
- ----% Harrison County, IA
- ----% Mills County, IA
- ----% Monona County, IA
- ----% Montgomery County, IA
- ----% Page County, IA
- ----% Sarpy County, NE
- ----% Shelby County, IA
- ----% Taylor County, IA
- ----% Washington County, NE
- OTHER
- ----% Other (specify in field below)

Instructions:  
• Provide a breakdown by percentage (to the nearest whole percent) of the counties that this proposal is designed to support. The total should add to 100%.

See our [Website](#) for a description of these.

**Geographic Focus Area - Other**  
(Paragraph)(2000 character maximum)

Instructions:

- If you entered a percentage in "Other" for the Geographic Focus Area field, list the other counties and estimate the percentage.

**Demographic**  
(Checkbox List)

- Adults
- Asian and Pacific Islander
- Black/African American
- Boys and/or Men
- Children (6-12)
- Early Childhood (birth – 5)
- Families/Parents
- Girls and/or Women
- Hispanic/Latino
- Immigrants/Refugees
- Indigenous/Native American
- LGBTQ
- Low Income/Economically Disadvantaged
- People Experiencing Homelessness
- People with Disabilities
- Rural
- Seniors/Older Adults (60+)
- Substance Abusers
- Suburban
- Teens/Adolescents (13-17)
- Urban
- Veterans
- Young Adults (18-22)

Instructions:

- Are your grant activities primarily (51% or more) for one or more of the following groups? If so please select which groups below. Select all that apply.

## Proposal Details

**Please do not copy/paste quotation marks or bullets into the following paragraph fields. Quotation marks and bullets do not display correctly. You may fax, mail or email documents that you are unable to upload**

Instructions:

(No input required)

**Statement of Need**  
(Paragraph)(2000 character maximum)

Instructions:

- Briefly describe the need, problem or opportunity that your proposal addresses, utilizing available data and/or statistics.

**\*Goal(s)**  
(Paragraph)(2000 character maximum)

Instructions:

**\*Activities original**

(Paragraph)(2000 character maximum)

• Overall, what do you expect to accomplish as a result of this grant?

Instructions:

- List the activities you will implement in order to accomplish the goals you have described above.

**\*Indicators of Progress**

(Paragraph)(2000 character maximum)

Instructions:

- What goals or targets have you set related to your proposed activities and how will you report on your progress?

**\*Success Metrics**

(Paragraph)(2000 character maximum)

Instructions:

- What results will you report back to us and how will you track the results during your grant?

**\*Fundraising**

(Paragraph)(2000 character maximum)

Instructions:

- Provide a brief narrative to explain your fundraising strategy for this project. How far along are you in your fundraising goals for this project?

**\*Sustainability**

(Paragraph)(2000 character maximum)

Instructions:

- Explain how your organization will continue to implement this program/project after IWF funding ends.

**Collaboration Contact(s)**

(File Upload)File Upload; 5024288 byte limit

Instructions:

- Provide the contact information for collaboration used on this project.

**Photo/Line Drawing**

(File Upload)File Upload; 2631926 byte limit

Instructions:

- If applicable, upload a photograph or line drawing of your proposal by clicking the **Upload File** link below. Attach your file (or mail a copy to IWF). Any document you feel is needed for this proposal please upload in this section.

**\*Key Staff**

(Paragraph)(2000 character maximum)

Instructions:

- If there are key skills or qualifications necessary to successfully complete the grant, please describe them here and how through your selected staff / consultants you are able to meet that need.

## Proposal Budgets

**\*Proposal Budget**

(File Upload)File Upload; 1224288 byte limit

Instructions:

- A template is available to download. Right click on [Proposal Budget](#) and "Save Target As" to your computer. Once you've

completed it, upload it by clicking the **Upload File** link below. Attach your file in xls or xlsx format (or mail a copy to IWF). The proposal budget must be submitted on the attached worksheet.

## **Authorized Electronic Signature**

**Check the box below to certify that the person submitting this request is authorized to represent the organization applying for a grant and that the organization is an eligible entity and not applying on behalf of an otherwise ineligible entity.**

Additionally, the person certifies that if a grant is awarded to the organization, the grant funds will be used for the purpose outlined in the grant award letter and may not be expended for any other purpose without written approval from the Iowa West Foundation.

### **\*Authorized Electronic Signature**

(Checkbox List)

- I certify that the information is accurate and agree to the conditions specified.