

OKOBOJI FOUNDATION GRANT GUIDELINES

WHAT WE FUND

We fund **VITAL CAPITAL PROJECTS, such as buildings, equipment, or physical property that will be available for many years of use in our Lakes communities.** We want to help develop communities where people want to live, work, visit, and play.



Arts & Culture



Lake Quality &
Environment



Outdoor Experiences
& Recreation



Economic
Development

ELIGIBILITY

Organizations must meet the following criteria in order to apply for a grant:

- Be classified as a 501(c)3 nonprofit organization or be a government entity.
 - For groups, projects, or initiatives that do not meet the above eligibility requirements the Okoboji Foundation will consider your requests if submitted through a fiscal sponsor. Fiscal sponsor must be classified as a 501(c)3 or a government entity.
- Be current with all state and federal reporting requirements, such as filing of 990 forms.
- Must not have any outstanding grant awards with the Okoboji Foundation.
- Only one application per nonprofit organization annually.

HOW TO APPLY

Applications must be submitted online. At this time, applications must be submitted in one sitting. We encourage applicants to print off the PDF version of the application, located on the Okoboji Foundation website, to assist in answering questions and then submit your final answers online. If you need to make changes to an already submitted application please contact the Okoboji Foundation staff prior to the deadline.

REQUIREMENTS & RESTRICTIONS

- Nonprofits must own the property they wish to improve.
- As a governmental body public schools are eligible to apply. However, applications must clearly demonstrate regional community benefit.
- Late, incomplete, or hard copy applications will not be considered.
 - Applicants must provide a complete organizational AND project budget.
- Projects should be visible, available to a large portion of the public, and have a long lasting impact in the Iowa Great Lakes region.
- Requests for the following are not eligible for funding:
 - Organizational operating costs such as salaries, stipends, fees for participation, travel, room & board, other forms of compensation or recurring operational expense
 - Fundraising/feasibility studies, marketing activities, programs, special events or projects that have already been completed
 - School uniforms of any nature
 - Projects with a short-term impact
- Professional signage should be included on structures and larger physical property funded by grants to highlight the Okoboji Foundation partnership. The Foundation will provide an official style guide and logo for signage production.

FUNDING LEVELS & GRANT REQUIREMENTS

- **Leadership Grants** - Grant requests of \$25,000 or more will be reviewed by the Okoboji Foundation grants committee. The committee may request an in person follow-up presentation by the nonprofit. Projects should be completed and request reimbursement with receipts totaling amount of grant award within three years of the award notification.
- **Community Needs Grants** - Grant requests under \$25,000 will be considered by the Youth In Philanthropy student led committee. Any unfunded grants in this category will then be reviewed by the Okoboji Foundation grant committee. Projects should be completed and request reimbursement with receipts totaling amount of grant award within one year of the award notification.

Note: Regardless of grant request amount, a grant submitted by an area school will only be reviewed by the Okoboji Foundation grant committee.

Contact the Okoboji Foundation

712.332.7177 - info@okobojifoundation.org - www.okobojifoundation.org

Okoboji Foundation Grant Application

Cover Sheet

Use this form to fill out information only.

Final application can be submitted on-line at www.okbojifoundation.org

Application Deadline: March 1st

Did you read the Okoboji Foundation Grant Guidelines found on the Foundation website at <https://okbojifoundation.org/grant-application/> _____ Yes

Do you, or your fiscal sponsor, have an unpaid grant outstanding with the Okoboji Foundation? If you don't know, please feel free to contact the Foundation office at 712-332-7177. _____ Yes

Organizations and those acting as fiscal sponsors cannot have more than one grant from the Okoboji Foundation. Please call the office for further direction at 712-332-7177.

Date of application: _____ Application submitted by: _____

ORGANIZATIONAL INFORMATION

Name of organization	Legal name (as listed with IRS)
Organization Address	City, State, Zip
Phone	Employer Identification Number (EIN)
	Fax
	Web site
Name of contact person regarding this application	Phone
	E-mail

Type/Amt. of funding sought (circle one):	Community Needs Grant: Requests of \$500 - \$24,999	Amount Requested:	_____
	Leadership Grant: Requests of \$25,000 or more	Amount Requested:	_____

Project focus (circle all that apply):

Arts & Culture	Lake Quality & Environment	Outdoor Experiences & Recreation
Other _____		

Is your organization an IRS 501(c)(3) not-for-profit? _____ Yes _____ No
If no, is your organization a 170b unit of government? _____ Yes _____ No

If no, you must have a fiscal sponsor. Please list name, address, phone and fiscal sponsor contact person:

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Applicant's EIN number

REQUEST SUMMARY

Name of Project: _____

Provide a **2-3 sentence summary** of your grant project request and impact it will make. *This concise description of the project you seek to fund is used during our review and fund allocation process. (maximum word count: 100)*

Total project cost	\$ _____	Amount requested from Okoboji Foundation	\$ _____	% of total cost requested from Okoboji Foundation	_____ %
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Estimated number of people directly served by **this project** annually _____

Target Demographic(s) _____

Project completion date? _____

Mission Statement

Please provide your organization's mission statement. (Max word count=150)

RECOGNIZED NEED

Prioritized Needs, Possible Points = 10

Does your project address one or more of the Top 4 focus areas of the Okoboji Foundation: *Arts & Culture, Economic Development, Lake Quality & Environment, or Outdoor Experiences & Recreation*? If so, what specific need does your project meet and why is it important? (Max word count=150)

Project Description & Goals, Possible Points = 10

Provide the issue and/or opportunity addressed by your project along with project goals, objectives and timeline. (Max word count=250)

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BENEFICIAL PARTNERSHIPS

Partnerships, Possible Points = 5

Is there community support (volunteer and financial) for this project? Are you collaborating with any other nonprofits for this project? (Max word count=175)

Funds from other sources, Possible Points = 15

Why are dollars needed from the Okoboji Foundation (vs. your own budget and/or individual donors)? What other funding sources will participate or are being sought? What funds have been raised to date? (Max word count=200)

ORGANIZATION BUDGET

Possible Points = 15

Name of organization that will administer this grant _____

What is the Total Organization's Budget for the current fiscal year \$ _____

You may attach a budget narrative with further explanation of Organizational Budget if necessary.

INCOME

Source

Support

US, County, or City Government Grants

County Endowment Funds or other Foundations

Corporations

Community Campaigns (i.e. Good Neighbor Fund)

Individual contributions

Fundraising events and products

Membership income

In-kind support

Investment income

Revenue

Government contracts

Earned income (service fees, ticket sales, etc.)

Other (specify)

Total Income

Amount

_____ \$

_____ \$

_____ \$

_____ \$

_____ \$

_____ \$

_____ \$

_____ \$

_____ \$

_____ \$

_____ \$

_____ \$

_____ \$

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_____ \$

_____ \$

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EXPENSES

<u>Item</u>	<u>Amount</u>
Salaries and wages	\$
Insurance, benefits and other related taxes	\$
Consultants and professional fees	\$
Building loan payments, rent	\$
Utilities	\$
Equipment, supplies	\$
Advertising, marketing	\$
Telephone, internet, communication costs	\$
Postage, shipping, delivery	\$
Printing and copying	\$
Travel	\$
Depreciation	\$
In-kind expenses	\$
Other (specify)	\$
	\$
Total Expense	\$
Difference (Total Income less Total Expense)	\$

Comments or additional information for review and consideration of your organizational budget:

PROJECT BUDGET

Include revenues and expenses for this project proposal only.

Revenue needed to fund project

Include revenues and expenses for this project proposal only. The line items include in the income section may not all apply to your proposal. Please list at 0.

INCOME

<u>Source</u>	<u>Amount</u>
<i>Support</i>	
Other foundation or government grants	\$
Sponsorships	\$
Community Campaigns (i.e. Good Neighbor Fund)	\$
Contributions	\$
Fundraising events & activities	\$
Membership income	\$
In-kind support	\$
Investment income	\$
 <i>Revenue</i>	
Government contracts	\$
Earned income	\$
Other (specify)	\$
Amount you request from Okoboji Foundation	\$
Total from income sources for project	\$

Expenses/costs associated with project

Please fill lines in Expense Section with specific cost of items needed to complete your project. You may also attach a budget narrative explaining Project Expense/Cost items in more detail.

<u>Item</u>	<u>Amount</u>
	\$
	\$
	\$

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	\$
	\$
	\$
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	\$
	\$
	\$
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	\$
	\$
	\$
	\$
	\$
Total Expense	\$

How much is being asked of the Okoboji Foundation in relationship to total project cost (percentage of total cost?) _____%

Comments or additional information for review and consideration of your project budget:

LASTING POSITIVE IMPACT

If your project receives only partial funding from the Okoboji Foundation, how will this affect your ability to complete the project? (Max word count= 100)

Past Grant Recipient
 Has your organization received other grants from the Okoboji Foundation in the past? If yes, please provide brief description of prior project(s) funded.

Widespread Community Involvement/Economic Development, Possible Points = 15
 How many people will directly benefit from this project annually? Will your project bring visitors to the area or provide community resources attractive to prospective employees to impact economic development? Will this project promote widespread community use, foster volunteer participation & citizen involvement? (Max word count=350)

Okoboji Foundation Grant Application

Ongoing Funding , Possible Points = 5

If the project is expected to continue beyond the grant period, describe plans for ensuring continued funding ie: maintenance/upkeep. (Max word count = 150)

Lasting Positive Impact, Possible Points = 15

What is the lasting positive impact of your project? What is the estimated "life expectancy" of project, equipment or facility based on industry standards for replacement? (Max word count=350)

Visual Recognition & Point of Pride , Possible Points = 10

How and **where** will the Foundation receive clear visual recognition for our partnership in your project? (Max. word count=175)

Okoboji Foundation Grant Application

REQUIRED ATTACHMENTS

Your original application **MUST** include one copy of each item listed below.

- Copy of latest Federal IRS Tax-exempt status letter
- List of Board of Directors and their affiliations [Jo Smith – physician; serves on A & B Boards]
- Signed 'Letter of Intent' to act as a *fiscal sponsor* – only if you are not 501(c)3 or 170b status
- Signed Applicant Board Approval [below]

Applicant Organization Board Approval: We approve submission of this grant request and certify that monies received from the Okoboji Foundation will be used solely for the project stated in this application.

Board Chairman Signature

Date

Print or Type Board Chairman Name

Please limit attachments to 3 pages or less; no letters of support. Submit **1 copy** of your complete application. You may email application to info@okobojifoundation.org or mail to: *Okoboji Foundation, PO Box 593, Okoboji IA 51355* Questions? Please call 712.332.7177 or email info@okobojifoundation.org