



**COMMUNITY  
FOUNDATION**  
*Waverly Community Fund*  
Affiliate of the Community Foundation of NE IA

## Waverly Community Fund Grant Application Procedures

### What is the Waverly Community Fund?

The Waverly Community Fund is an affiliate of the Bremer County Community Foundation and the Community Foundation of Northeast Iowa. It was created for the purpose of generating both endowed and unrestricted funds to support charitable capital projects, activities, services, programs, and organizations that will improve the quality of life for the residents of Waverly, Iowa. Part of the mission of the Fund is to distribute grants on an annual basis to worthy charitable groups and organizations.

### What We Support

**ARTS & CULTURE**

**COMMUNITY AFFAIRS & DEVELOPMENT**

**EDUCATION**

**ENVIRONMENT EDUCATION & PROTECTION**

**HEALTH**

**HISTORIC PRESERVATION**

**HUMAN SERVICES**

(The areas listed above are not intended to be all inclusive. Applications for projects or activities serving Waverly in other areas will be given equal consideration.)

### Eligibility for Grants

- Applying organizations must be (or be sponsored by) a charitable, tax-exempt, non-profit entity classified by the IRS as a 501(c)(3) organization, or equivalent tax-exempt organization. Government entities must provide their IRS determination letter or proof of governmental status. **NOTE:** The Fiscal Sponsorship Agreement form is located on pg. 5 of this application packet. This must be filled out by organizations that do not have a current 501(c) (3) or equivalent status. \*Fiscal Sponsors are legally and financially responsible for funds that are approved and granted from WCF. This form need not be filled out by 501(c) (3) or equivalent organizations.
- If the organization has received past funding from the WCF, all grant reporting must be up to date and in good standing.
- Applying organizations must be located or operate in Waverly, Iowa.
- There are no set of criteria that, if met, will guarantee funding.
- Only one grant application per year will be accepted from any group or organization.
- Grant amounts range from \$500 to \$5,000.
- **CONSIDER APPLYING.** We look for new ways to have a positive impact on Waverly through innovative and high-impact grants.

### Applying for a Grant

**Applicants interested in seeking grants from the Waverly Community Fund are asked to submit a completed grant application:** The Grant Application Form is available online [www.waverlycf.org](http://www.waverlycf.org) and at the Waverly Chamber of Commerce.

### **Awarded applicants are required to:**

1. Sign a Terms of Grant Agreement which clarifies legal parameters for use of the grant.
2. Submit a short written report within six months on the outcome of the funded project.



**Applications must be postmarked by: April 30, 2011.**

**How to submit:**

**Submit only 1-sided pages, paper-clipped (please NO staples).** Incomplete or handwritten applications cannot be considered.

**Please submit just one original completed application packet to the following address by April 30, 2011:**

Waverly Community Fund (c/o CFNEIA)  
PO Box 1176  
Waterloo, Iowa 50704

**Required Attachments:**

Along with completed grant request form, submit the following:

- Cover letter from director or CEO of organization (fiscal sponsor, if applicable)
- Budget statement for operations of applicant organization
- IRS letter recognizing applicant as exempt under IRC 501(c)(3) or, alternatively, completed and signed fiscal sponsorship agreement with fiscal sponsor's proof of charitable status.

Any other attachments to grant request form should be limited to four pages (not including CEO cover letter, organization budget, and IRC 501(c)(3) letter or fiscal sponsorship agreement).

**When are grants awarded?**

**Application Deadline: April 30, 2011**

Charitable grants from the Waverly Community Fund will be approved in June, 2011.

All applicants will be notified of the results of the grant process by June 30.

Grant awards will be presented at a ceremony in June or July.

Applicants are invited to contact our administrative office at with specific questions on eligibility.

Administrative Office: (319) 287-9106

Or our Treasurer, Chris Foy: (319) 352-2951

**Waverly Community Fund Governing Committee:**

Bob Buckingham, Chair	Fred Hagemann
Cal Corson, Vice Chair	Mark Hanawalt
Chris Foy, Treasurer	Jim Infelt
Kathy Folkerts	Jere Vyverberg
Gary Grace	Nancy Zimmerman

*Helping you help your community.*

**WCF 2011 GRANT REQUEST FORM**

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

Legal	Applicant	Requesting	Funding/Fiscal	Sponsor:
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Organization	Conducting	Project	(if different from	Legal	Applicant/Fiscal	Sponsor):
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Project: \_\_\_\_\_

Fed. Tax ID#/EIN of Legal Applicant/Fiscal Sponsor:  
\_\_\_\_\_

Legal Applicant/Fiscal Sponsor Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip:  
\_\_\_\_\_

Legal Applicant/Fiscal Sponsor Contact Person and Title:  
\_\_\_\_\_

Contact Person Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Amount Requesting: \_\_\_\_\_ Total Project Budget: \_\_\_\_\_ Total Annual Budget: \_\_\_\_\_

Timeframe for Project: \_\_\_\_\_ Preferred payment date:  
\_\_\_\_\_

**Type of Request:** New Program/Project Capital Equipment/Materials General Operations  
Support/Existing Program Other: \_\_\_\_\_

**Type of Project:** Arts & Culture Community Affairs & Development Education Health  
Human Services Historic Preservation Environmental Education & Protection

Purpose of Organization:

Brief Description of Project:

Community Need or Problem Addressed by Project:

What will be the results of this project when completed?

How will grant funds from Waverly Community Fund be used?

Summary of Project Budget (include sources and amounts of all other grants or gifts directed to the project, as well as plan for raising other funds needed for project):





**Sponsored Organization Conducting Project:** \_\_\_\_\_  
**Project Name:** \_\_\_\_\_

\_\_\_\_\_ (Legal Applicant/Fiscal Sponsor, hereafter referred to as **The Sponsor**) has agreed to serve as a fiscal/program sponsor for the \_\_\_\_\_ (Organization conducting project, hereafter referred to as the **Sponsored Org.**) as outlined in the attached application and supporting materials. The Board of Directors of **The Sponsor** has passed a resolution adopting the **Sponsored Org.'s** project as a program or project consistent with the **Sponsor's** purpose and mission. The **Sponsored Org.'s** financial activities will be accounted for as a program of **The Sponsor** for IRS auditing and financial reporting purposes.

Since the **Sponsored Org.** is not recognized by the IRS as a charitable tax-exempt entity, **The Sponsor** must exercise full control over the **Sponsored Org.'s** financial administration, management and disbursement of funds resulting from this grant application. **The Sponsor** has delegated \_\_\_\_\_ (name of person/s) as responsible for fulfilling of these accounting and reporting functions subject to the ultimate authority of the Board of Directors of **The Sponsor**. **The Sponsor** is responsible for ensuring completion of timely reports and submission of necessary financial statements to the Community Foundation's Administrative Office (contact info below). Failure to insure timely reporting on behalf of the **Sponsored Org./Sponsor** will also result in a loss of good standing.

This agreement will be in effect from the date of a grant award to support the above-named project until the grant funds are expended and the final report has been submitted and accepted.

We agree to the terms stated above in this agreement:

Legal Applicant/ Fiscal Sponsor Representative Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Date \_\_\_\_\_

Sponsored Organization Representative Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Date \_\_\_\_\_

**\*Attach to this agreement the Fiscal Sponsor's 501(c)(3) Tax-Exempt Determination Letter or comparable proof of charitable exemption. (i.e. a letter from a City, confirming their status as a government entity. Contact our Administrative Office with questions, or for examples of a letter from a City.)\***

CFNEIA \* PO Box 1176 \* Waterloo, Iowa 50704 \* [csween@cfneia.org](mailto:csween@cfneia.org) \* [www.cfneia.org](http://www.cfneia.org)