

The Clayton County Foundation for the Future

The Grant Application Process

Where to go to apply:

www.dbqfoundation.org/CCFF/grants

Resources available to applicants online:

1. Grant Guidelines
2. Fiscal Sponsorship Agreement
3. Example Budget
4. Training Guide
5. Link to tutorial video

How to Apply for Funding:

1. Visit www.dbqfoundation.org/CCFF/grants
2. View and read the Grant Guidelines to see if you qualify.
3. Gather your documentation and complete forms.
 - Tax Status Verification letter for your organization (also called a Tax Determination letter).
 - If your organization is not a tax exempt nonprofit, you must partner with an organization that is. This is called fiscal sponsorship. In this case, you will need:
 - your fiscal sponsor's Tax Status Verification
 - a signed Fiscal Sponsorship Agreement form
4. Log in to our online grant management system (or register if you don't already have an account). All open grants are listed in this system. If you are applying with a fiscal sponsor, please enter 00-0000000 in the tax ID box.
5. Find the grant you wish to apply for in the list to start your application. You can save your progress at any point and complete the application at a later date.

We recommend that you use the most current version of Internet Explorer, Google Chrome or Safari when applying. Other browsers have been shown to cause issues for users.

How it works:

A grant applicant creates an account in the Online Grants Manager, and then logs on to that account to access the list of available grants and start a new grant application. Your application can be saved as a draft, and when you log on again it's easy to return to that draft, make edits, and submit the application. Each account maintains a record of the application history that you can access at any time.

Once a grant is awarded, the Online Grants Manager allows grantees an easy way to see the status of their grant, check due dates, and submit electronic grant reports right from their account.

We recommend that you carefully read the instructions and reference materials found on this page before registering and starting your first application.

Creating your online account

All applicants are required to create an account. We suggest creating your account well in advance of the grant deadline to avoid any last minute issues. At the time of registration you are required to enter the following information:

- A username that is an email address
- Your contact information
- Your organization's information, including the EIN/Tax ID number (required)
- Contact information for the organization's Executive Officer

You will be instructed to set up an organizational profile before applying. If your organization has applied in the past, check with other staff members to get access to the organization profile already established. It contains grant history and past applications. Please do not set up a new profile unless you are sure your organization has not applied previously.

Managing your online account – for organizations

The first person to register enters the organization's information, which creates the organization profile. It's important to enter this information accurately at registration, because after this point the organization profile can only be edited by Community Foundation staff. For an organization to easily view its full history of grants and requests, we recommend consolidating all applications into one user account. If you are unsure whether your organization already has an account or if you need to be added to an existing account, please contact Katie Foust, Grants Management Assistant

Managing your online account – for users

Once your account is set up, your account dashboard is displayed on screen every time you log in. From the dashboard, you can do the following:

- Edit your contact information
- Begin the application process
- Access application drafts and submitted applications
- View details and complete the report process for grant awards

Helpful tips when applying

- For the best user experience when accessing our Online Grants Manager, we suggest using one of the following browsers: Google Chrome 14 or higher, Firefox 9 or higher, or Safari 4 or higher. It is fine to use Internet Explorer, but you may encounter some minor technical issues.
- Our grants must be paid to a registered 501(c)(3) non-profit (including churches) or to a public entity, such as a town, public school, or state agency. All others will need to use a fiscal sponsor.

Fax to File Tutorial

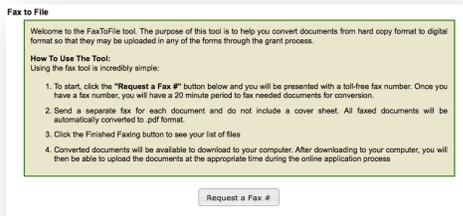
If your organization uses a fax machine, the fax tool is a simple option to obtain electronic copies of your documents.

Using the fax tool is simple.

1. To start, click the **Fax to File** link on the left hand side of the screen.



2. Then click the **Request a Fax#** button and you will be presented with a toll-free fax number



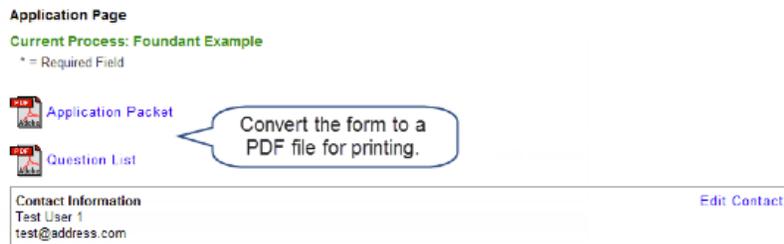
3. You have this number for 20 minutes.
4. Fax your document to the number provided.
5. Send a separate fax for each document and do not include a cover sheet.
6. All faxed documents will be automatically converted to .pdf format.
7. You have 20 minutes to fax your documents before the number expires.
8. After you have faxed each separate document click the **Finished Faxing** button to see your list of files.
9. Download your converted documents to your computer and save them.
10. Upload the documents to the appropriate questions on the online form.

Frequently Asked Questions

Q. What if our organization doesn't have access to a computer?

A. Public libraries often offer computer access for free and will have a scanner or fax machine (see page 2 for fax to file tutorial) on site.

If you wish to give yourself more time to fill out the application than library hours will allow, consider using the "Question List" (see diagram below) feature available at the top of the application. Simply click on the link to download a printable PDF version of the application with questions and space for answers.



Q. What if I want to proofread my completed application as a printable PDF?

A. After saving your first draft and returning to your application (see page 7 of Application Tutorial for instructions), a new link "Application Packet" (see diagram above) will be seen at the top of your application. Click on the link to download a printable PDF version of your completed application including uploaded documents.

Q. What is a Public Entity Enabling Document?

***This item pertains to public agencies (including public schools) and units of federal, state, and local government only.**

A. A Public Entity Enabling Document is a letter from the IRS that proves you are a tax-exempt organization. A copy of your Public Entity Enabling Document can be obtained by contacting the IRS.

If your organization does not have this letter from the IRS, we will accept a letter from your treasurer stating Public Entity status and your EIN (tax identification) number available on your 990.

Q. What is a 501 (c) (3)?

A. Section 501(c)(3) is the portion of the US Internal Revenue Code that allows for federal tax exemption of nonprofit organizations, specifically those that are considered public charities, private foundations or private operating foundations. It is regulated and administered by the US Department of Treasury through the Internal Revenue Service.¹

If you would like help applying for 501 (c) (3) status through the IRS, please contact the Community Foundation.

¹ "What is a 501? (c) (3)," Foundation Group, accessed Jan 1, 2014, <http://www.501c3.org/what-is-a-501c3/>

Q. What is a Fiscal Sponsor?

A. Fiscal sponsorship is a formal arrangement in which a 501(c)(3) public charity or public entity sponsors a project that may lack exempt status. This alternative to starting your own nonprofit allows you to seek grants and solicit tax-deductible donations under your sponsor's exempt status.

Q. How do I find a Fiscal Sponsor?

A. Look for nonprofits whose missions are similar to yours. You might start with your current affiliations. Make a list of the professional societies, educational associations and institutions, religious organizations, social and recreational clubs, and other groups with which you are already associated, including employers.

If you have any questions about a potential sponsor and whether or not they'd qualify or need help finding one, please contact the Community Foundation.

Q. Is there any way to make changes to an application once it has been submitted?

A. In order to make changes to a submitted application you will need to contact Katie Foust, Grants Management Assistant and ask for the application to be sent back to draft format.

Q. How do I make changes to my organization information?

A. If you need to make changes to your organization's information such as change of address, phone number, etc. you will need to contact Katie Foust, Grants Management Assistant and explain the changes.

Q: What browser do you recommend I use?

A: For the best user experience when applying for a grant, we recommend using Google Chrome 14+ (highly recommended), Firefox 9+, or Safari 4+. We recommend that you DO NOT use Internet Explorer to access our Online Grant Manager.

Q: How do I upload files to the application?

A: For application questions that request an uploaded attachment, click the Browse button and then choose the desired document from your computer. The file name of the uploaded file will be indicated under the Browse button. Then save your application (button at the bottom of page). Pay attention to your file names - remove extra periods or replace them with a dash or underscore character. You may only upload one document per question.

Q: How do I use the Fax to File tool?

A: Using the fax tool is simple:

1. To start, click the Fax to File link on the left hand side of the screen.
2. Then click the Request a Fax # button and you will be presented with a toll-free fax number. o You have this number for 20 minutes.
3. Fax you document to the number provided. Send a separate fax for each document and do not include a cover sheet. All faxed documents will be automatically converted to .pdf format. You have 20 minutes to fax your documents before the number expires.

4. After you have faxed each separate document click the Finished Faxing button to see your list of files.
5. Download your converted documents to your computer and save them.
6. Upload the documents to the appropriate questions on the online form.

Q: What is the maximum allowable file upload size?

A: The file size limit is noted next to the Browse button and the system will not accept files greater than this limit.

Q: How do I delete a file that I've uploaded to the application?

A: There are two ways to remove an uploaded file from an application:

1. Once the file has been uploaded a delete button will appear below the file name. Clicking Delete will remove the file.
2. To replace the file a new file can be uploaded in its place. Simply upload the correct form to the question and the old uploaded form will be erased.

Q: Do I need a fiscal sponsor?

A: Our grants must be paid to a registered 501(c)(3) non-profit (including churches) or to a public entity, such as a town, public school, or state agency. All others will need to use a fiscal sponsor.

Q. If my organization is not a 501c3 nonprofit what do I enter into the EIN box when creating my organization's profile.

A. If your organization does not have an EIN number and is using a fiscal sponsor for this project please enter 00-00000 as the organization's EIN. If you are working with a fiscal sponsor you will also be required to upload a signed fiscal sponsorship agreement and a copy of your fiscal sponsor's tax determination letter stating a valid EIN number.

Q. How do I view my old grant applications?

A. Our system stores your grant application history all in one place. You can easily find and use relevant information from past applications to help you complete the application you're currently working on. When you're logged in to the system, just view your dashboard to see your application history.

Q. How do I view current funding opportunities?

A. You can view all grant opportunities by visiting <http://www.dbqfoundation.org/nonprofits/grant-opportunities>. You can also view current and past grant cycles in our Grant Management System by clicking the 'apply' link on the left side navigation.

Q. What other resources does the Community Foundation offer for nonprofits?

Board Boot Camp

The McCarthy Center's approach to board development is based on best practices that are common to the most dynamic and effective nonprofit boards. This training is designed for board members who are new to nonprofit board service or would like to be more effective.

Endowment Building Toolkit

Designed for staff, board members and volunteers, this training program equips nonprofit leaders to be at ease educating others about the mission, accomplishments and needs of their organizations. You'll receive valuable tools for endowment building, including marketing, sample letters and presentations, as well as demonstration and practice opportunities.

The Foundation Center's Online Grant Search Database

The Foundation Center is the nation's leading authority on philanthropy, connecting nonprofits and the grantmakers that support them to tools they can use and information they can trust.

The Center maintains the most comprehensive online grant search database on U.S. grantmakers and their grants. CFGD & AFP partner to host the database for nonprofits in Dubuque.

The database is available Monday - Friday 8:00 a.m. - 4:30 p.m (excluding holidays) and is housed at the Community Foundation of Greater Dubuque at 700 Locust Street, Suite 195. Contact Kari McCann at kari@dbqfoundation.org to reserve your time.

Nonprofit Newsletter

Subscribe to our nonprofit newsletter for updates on upcoming opportunities for area nonprofits. Visit www.dbqfoundation.org/join-our-mailing-list to sign up.

Questions?

Application Guidelines and Qualifications:

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Executive Director
Clayton County Foundation for the Future

Office: 563.245.2201 | Email: ccdg@alpinecom.net

132 Main St.
Elkader, IA 52043

For Technical Questions:

Katie Foust
Grant Management Assistant
Community Foundation of Greater Dubuque

Office: 563.588.2700 | Email: Katie@dbqfoundation.org

700 Locust Street, Suite 195, Dubuque, IA 52001

To Learn More About Additional Nonprofit Resources:

Kari McCann
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