

## OUR MISSION:

A youth group from Pocahontas Area Community School District that will support community youth-driven projects and activities through grant funding.

# GRANT APPLICATION & GUIDELINES

The Pocahontas Youth Philanthropy will provide grants to improve life in Pocahontas County, Iowa. In 2024 we will award up to five local project requests, if your project falls under one of the program-based areas of giving and you meet the criteria listed below, you may apply.

## PROGRAM BASED AREAS OF GIVING

Education • Health & Well Being • Food Insecurity • Recreation • Community Engagement

## GUIDELINES

1. Pocahontas Youth Philanthropy makes grants to support creative and innovative programs that will enhance the quality of life in our community. High priority will be given to project requests that will have a positive impact on the youth in our community.
2. Pocahontas Youth Philanthropy will award up to \$5,000 for local projects.
3. The applying organization must be located and/or serve in Pocahontas County.
4. The applicant must be a non-profit charitable organization that is tax exempt under IRS regulation. Grantees may ask a 501(c)3 entity or 170(c)1 governmental agency to be their fiscal sponsor. That number must be supplied on the application form. No grants will be made that jeopardize the tax exempt status of the Pocahontas County Foundation or the fiscal sponsor.
5. Grants are not made in support of annual operating budgets, routine maintenance or repair, or for projects that are considered to be meeting the daily needs of operation.
6. Requests will generally be denied for current budget support, salaries, labor, food, mileage, clothing, uniforms, elimination of deficits, the reduction of debt or funding of completed projects.
7. Low priority will be given to programs or projects sponsored by religious institutions and which have a narrowly sectarian purpose. However, programs so sponsored will be considered if they have an ecumenical base or are designed to serve persons in need without regard to their religious affiliation.
8. Grant request may not be altered after it has been submitted.

## ELIGIBILITY TO APPLY FOR FUNDING

- Tax exempt, non-profit entities classified by the IRS as 501(c)(3) or a 170 (c)(1) governmental entity
- If not 501(c)(3), must secure a fiscal sponsor who will be legally & financially responsible
- One standard application per organization

501(c)(3) or 170(c)(1): Organizations must be recognized by the Internal Revenue Service as tax-exempt, nonprofit, public charities under section 501(c)(3) or as a "unit of government" under Section 170(c)(1) to receive grant funding. A 501(c)(3) is a section of the Federal Tax Code, which establishes the criteria for tax-exempt charitable organizations. Section 170(c)(1) refers to agencies that conduct activities to benefit the public at large, like public schools, state universities, public libraries and volunteer fire departments.

**FISCAL SPONSOR:** If your organization is not a qualified nonprofit, then you must secure a fiscal sponsor: an organization that is receiving the money on behalf of the grant applicant and is responsible for disbursing the money for the project and maintaining appropriate documentation. This entity must be a 501(C)(3) or a 170 (c)(1) unit of government in order to serve in this capacity. A fiscal sponsorship agreement must accompany the grant application if a fiscal sponsor is being used. (Use form on page 4, if a fiscal sponsor is required.)

## 2023-2024 GRANT DEADLINES

- Wednesday, October 11, 2023 Information Meeting - 6:30 pm at the Pocahontas County Conservation Office
- Wednesday, November 29, 2023 Application Deadline.  
If mailed, must be postmarked by November 27, 2023  
Mail to: Pocahontas County Foundation, PO Box 86, Pocahontas, IA 50574, Attention: Macy Andreasen  
May be left at the front desk at the Pocahontas Area High School on or before deadline: *Attention to Macy Andreasen*  
Applications received after November 19, 2023 will not be accepted.
- Early January Award Notifications will be emailed to applicant contact.
- February 7, 2024 Grant Awards Event 6:30 pm, The Rialto, Pocahontas, IA
- September 13, 2024 Grant Evaluations due. If not completed, future funding will be restricted.



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PROJECT TITLE		
ORGANIZATION NAME (if no Fiscal Sponsor required)		
APPLICANT (or Fiscal Sponsor)		FED TAX ID
<input type="checkbox"/> 501(c)(3) Organization	<input type="checkbox"/> 170(c)1 Government	<input type="checkbox"/> OTHER
ADDRESS		
CITY	STATE	ZIP
CONTACT PERSON & TITLE		
CONTACT PHONE	CONTACT EMAIL	

PROJECT BUDGET	AMOUNT REQUESTING
PROJECT START DATE	PROJECT COMPLETE DATE
TYPE OF PROJECT <input type="checkbox"/> PROGRAM (operational, activity, general support)	
PROJECT FOCUS AREA (select one)	
<input type="checkbox"/> EDUCATION <input type="checkbox"/> HEALTH & WELL BEING <input type="checkbox"/> FOOD INSECURITY <input type="checkbox"/> RECREATION <input type="checkbox"/> COMMUNITY ENGAGEMENT	
POPULATION BEING SERVED <input type="checkbox"/> COMMUNITY <input type="checkbox"/> SCHOOL DISTRICT <input type="checkbox"/> COUNTY	

BRIEF DESCRIPTION OF ORGANIZATION:
DESCRIBE THE NEED OR PROBLEM BEING ADDRESSED BY THIS PROJECT:
EXPLAIN HOW THIS PROJECT WILL BENEFIT THE YOUTH OF THIS COMMUNITY:



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EXPLAIN YOUR ORGANIZATION'S ABILITY TO CARRY OUT AND ENSURE SUCCESS OF THIS PROJECT:

WILL YOUR PROJECT BE COMPLETED BY SEPT. 13, 2024?  YES  NO

IF NO TO THE ABOVE QUESTION, PLEASE EXPLAIN:

**CALCULATE YOUR PROJECT COSTS/REVENUE BELOW TO DETERMINE GRANT REQUEST AMOUNT**  
*Please make sure all information is accurate prior to submitting.*

	<b>PROJECT COST / EXPENSE</b>	<b>\$ AMOUNT</b>
1.	Total Item/Equipment/Material Cost	
2.	Total Construction Cost and/or Landscaping	
3.	Education Program / Community Service Cost	
4.	Other Qualifying Project Cost	
5.	Freight / Delivery Cost (Will not be funded.)	
6.	Labor to Install. Figure @ \$17/hr. ***Labor <b>will not</b> be funded.	
7.	<b>TOTAL PROJECT EXPENDITURES</b>	

	<b>PROJECT REVENUE</b>	<b>\$ AMOUNT</b>
8.	Applicants Own Money	
9.	All Other Income	
10.	In-kind Materials & Services (include labor from above)	
11.	<b>TOTAL PROJECT REVENUE</b>	

	<b>CALCULATE TO DETERMINE GRANT REQUEST</b>	<b>\$ AMOUNT</b>
12.	Total Expenditures (enter amount from line 8)	
13.	Less Freight/Delivery (enter amount from line 6)	
14.	Less Revenue (enter amount from line 12)	
15.	<b>GRANT REQUEST AMOUNT</b>	

<b>ITEMIZED COSTS &amp; REVENUE</b>	
List itemized Costs & Revenue Here and totals in the columns to the left	
<b>COSTS/REVENUE</b>	<b>\$ AMOUNT</b>

**MAIL 1 loose copy to:**  
**POCO Foundation,**  
**PO Box 86, Pocahontas, IA 50574**  
**Attn: Macy Andreasen**  
**QUESTIONS?**  
**Contact: Brooke McCartan**  
**712-335-2731**

**SIGNATURE**

**DATE**



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**FISCAL SPONSOR FORM**

**ONLY USE IF YOUR AGENCY DOES NOT QUALIFY TO ACCEPT FUNDS:**

*ONLY ONE COPY NEEDED.*

FISCAL SPONSOR (legal applicant)		DATE
FISCAL SPONSOR CONTACT NAME		
ADDRESS		
CITY	STATE	ZIP
CONTACT PERSON & TITLE		
CONTACT PHONE	CONTACT EMAIL	
SPONSORED ORGANIZATION CONDUCTION PROJECT		
PROJECT NAME		

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

Since the Organization is not recognized by the IRS as a charitable tax-exempt entity, The Sponsor must exercise full control over the Sponsored Organization'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 Organization/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 Representatives

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

Print Name: \_\_\_\_\_

Sponsored Organization Representative Signature

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

Print Name: \_\_\_\_\_

\*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.)\*