

Cultural Trust Stability Grant Application Instructions

Application Checklist

This checklist... The order of the checklist is the order that things should appear in the application packet delivered to the DCA. While the checkboxes on this form can be checked on the computer, it will probably be more useful to you to check off items by hand as you finish them and put them into your application package. Please do not staple the check list to the rest of the application. See the instructions for Application Attachments for more information.

Part A: Applicant Information

Applicant Name: Enter the name of the organization that will be conducting the grant activity.

Address, Address cont., City, State, Zip: Enter the mailing address of the applicant. Be sure this address is correct - this address will be used by the DCA to mail the funding notification letter and grant award check.

Federal Employer ID#: Enter the Federal Employer ID Number (FEIN) for the organization entered in the "Applicant Name" field. This is the nine-digit number that was assigned by the IRS. Do not use a Social Security Number.

Web site Address: If your organization has a Web site, please enter the url for the site in this field.

Contact Person: Enter the name of the person primarily responsible for managing the grant activity. If the DCA has questions regarding the application the contact person will be emailed or called. This person may or may not be able to legally obligate the applicant, but should be knowledgeable about the project.

Note: The Contact Person of the Applicant may or may not be the person who should sign the contract in the application. The contract must be signed by a person who can legally obligate the applicant.

Contact Person's Title: Enter the job title of the contact person.

E-mail Address: Enter an email address for the contact person. Email is the DCA's primary means of communication with applicants so please double check that you have entered this address correctly.

Telephone (daytime): Enter the primary phone number to reach the contact person using the format xxx-xxx-xxxx.

Fax: Enter the fax number for the applicant in the format xxx-xxx-xxxx. If the applicant does not have a fax machine, leave this field blank.

Does your organization have a current strategic plan: Choose "Yes" or "No" from the drop down menu. A current plan would span the application deadline date.

Strategic plan covers the time period...through: In the first box enter the date that your current strategic plan began. Usually this is the beginning of an operating year. In the second box enter the date that your current strategic plan ends. Enter both dates in the format: mm/dd/yyyy.

Part B: Eligibility Information

Applicant is incorporated in Iowa as a nonprofit organization and has federal 501(c)(3) tax-exempt status: Check this box if this statement is true. If it is not, then the applicant is not eligible to apply for a Stability Grant.

Applicant has been incorporated in Iowa as a nonprofit organization for at least three (3) years, and is located in Iowa: Check this box if this statement is true. If it is not, then the applicant is not eligible to apply for a Stability Grant.

Applicant has at least one paid part-time or full-time professional employee responsible for managing the organization: Check this box if this statement is true. If it is not, then the applicant is not eligible to apply for a Stability Grant.

Organizational Mission: Three types of organizations are eligible for Stability Grants: arts, history, and cultural organizations. Check the box that corresponds to the focus of the applicant's mission. If the applicant's mission does not indicate that it is an arts, history, or cultural organization then it is not eligible to apply.

Training: Applicants must have at least one current staff and/or board member from the organization that has attended either a half-day Iowa Cultural Trust workshop or the Iowa Nonprofit Center's 6-hour training on the "Iowa Principles and Practices for Charitable Nonprofit Excellence" within the past two years. Check the appropriate box.

If no one from your organization has attended either a Cultural Trust workshop or a "Principles and Practices" workshop presented by the Iowa Nonprofit Resource Center, you may still be eligible to apply for a Stability Grant. You must be able to demonstrate that at least one current staff and/or board member from the organization has attended similar training in the last two years or has gained this knowledge through work experiences. To request a training waiver, please e-mail Mary Sundet Jones at Mary.SundetJones@iowa.gov explaining how one of your organization's current board or staff members has met the training requirement in another way. Do not request a training waiver fewer than 5 business days prior to the Stability Grant application deadline. If you are granted a training waiver, attach a copy of the correspondence from the Cultural Trust granting the waiver to your Stability Grant application.

Part C: Project Information

Project Deliverables: The grant project must result in one or more deliverable outcomes listed in this section. Please check the boxes that represent direct outcomes from the grant project. There is no expectation that applicants will be able to check more than one box. Checking multiple boxes will not improve your chances of being awarded.

Project Description: Describe the project and how it will build your organization's stability and sustainability. Explain how this project connects to your current strategic plan and how board and staff will be involved in the project. Explain why the project deliverables chosen above are important for your organization to attain at this time. Your response is limited to 4800 characters which is approximately 600 words. The box will expand to display the entire narrative upon exiting the text box.

Qualifications: Name whom, if anyone, you intend to hire for this project. Describe the qualifications of any staff or consultants to be hired through this grant project. If no one has been chosen yet, describe your selection process. Your response is limited to 1600 characters which is approximately 200 words. The box will expand if necessary to display the entire narrative upon exiting the text box.

Part D: Budget

Grant Request: Enter the amount you are requesting from the Cultural Trust through this grant application. Requests cannot exceed \$2,500 nor more than half of the total expenses for the project.

Request Description: Describe the costs that Stability Grant funds would cover. Your response is limited to 1600 characters which is approximately 200 words. The box will expand if necessary to display the entire narrative upon exiting the text box.

Match Description: Describe the sources of funds for expenses not covered by the grant (cash match). Indicate whether or not these funds are secured/committed or not. For example, if you have applied for another grant to cover the remaining costs, but have not received a definite decision from that grantor those funds would not be secured. If the grantor has confirmed that you will receive a certain amount than those funds would be secured, even if you haven't received the grant money yet. Your response is limited to 1600 characters which is approximately 200 words. The box will expand if necessary to display the entire narrative upon exiting the text box.

Project Expenses: List each expense for the grant project. Include both expenses that will be covered by grant funds and expenses covered by cash match. Do not list in-kind expenses as these are not valid match for this grant program. The expense description is limited to the visible space for that field. The Total Project Expense must be at least twice as great as your Grant Request. Supporting documents such as cost estimates should be attached to your application. See the instructions for Application Attachments for more details.

Part E: Service Contract

If your application is funded, this Service Contract will be signed by the Iowa Arts Council's executive director and, together with the grant award letter, will be the legal binding agreement between the IAC and you or your organization as the grantee. The stipulations of the Service Contract are not in effect until a grant is awarded and the contract is fully signed.

Applicant Name and Address: This field should fill automatically from the information you entered in Part A: Applicant Information.

Authorizing Official of the Applicant: Enter the name of an individual who has the authority to legally obligate the applicant to the conditions of the grant program and Service Contract. For schools, this may be the principal or superintendent. For other organizations, this may be the organization director or board chair. For individuals, this is the legal name of the individual. For organizations applying with a Fiscal Agent, see special instructions below.

Applicant Signature: After printing the application, the individual named as the Authorizing Official of the Applicant must sign on this line. Please sign in **BLUE INK**. This allows state auditors to confirm that the signature is not a photocopy.

Part F: Substitute W-9

The substitute W-9 Form provides the DCA's accounting department with necessary information to process a grant award check should your application be approved for funding. The "vendor" language on this form may seem odd. The substitute W-9 is a general form used across state government to collect information from people, businesses, and organizations the state pays. In this regard, grant recipients are vendors to the state of Iowa.

Complete BOX B (the right side of the form) with information about the applicant organization. Check “Yes” for Corporation. Do not fill in the “Doing Business As” field unless you are using a pseudonym. Fill in all the other fields in BOX B appropriately. After printing the application, an authorizing official of the applicant must sign and date the form in the box labeled “Certification Must Be Signed By Vendor.”

Part G: Minority Impact Statement

The Minority Impact Statement is a requirement for all grant applications submitted to state agencies beginning in 2009. This form is for internal record keeping only and will not be seen by the reviewers.

Check the box next to the statement regarding the impact that the proposed grant program will have on minorities.

If the project proposed in your grant application could have a disproportionate or unique *positive* impact on a minority group:

- o Check the first check box.
- o Briefly describe the positive impact.
- o Check the boxes next to the minority groups your project could positively impact.

If the project proposed in your grant application could have a disproportionate or unique *negative* impact on a minority group:

- o Check the second main box.
- o Briefly describe the negative impact.
- o Briefly provide the rationale for the project.
- o Provide evidence that you have consulted with representatives of the minority groups impacted.

If the project proposed in your grant application would not have a disproportionate or unique impact on a minority group:

- o Check the third main box.
- o Briefly provide the rationale for determining that this project had no disproportionate or unique impact on a minority group.

At the bottom of the form, the Name field should be filled with the Name of the Contact person for the Applicant listed on the grant application. The title field should be filled with that person’s title.

Application Attachments

Letter of Determination of Tax Exempt Status from the IRS

Include a copy of your letter of determination from the IRS stating your tax exempt status. The applicant must be a 501(c)(3) tax exempt organization to be eligible for Stability Grant funds.

Documentation of Iowa Nonprofit Filing

Go to the Secretary of State’s website at <http://www.sos.state.ia.us> and click on the link “Search Databases,” then click on the link “Iowa Corporations.” Enter in the name of the applicant organization into the Corporation Search field and click on the Search button to find the applicant organization. A list of organizations will appear. Click on the “Corp. No.” link that

corresponds to your organization. Print the page that comes up displaying the organization's Legal name, status, filing date, etc. Do not click on the link to "Print a Certificate of Existence." This will cost \$5 and is more than we need.

Waiver for Training Requirement

If someone from your organization has attended either a Cultural Trust workshop or a "Principles and Practices" workshop presented by the Iowa Nonprofit Resource Center within the past two years then you do not need to attach a training waiver. However, if no one from your organization has attended one of these training sessions, you may still be eligible to apply for a Stability Grant. You must be able to demonstrate that at least one current staff and/or board member from the organization has attended similar training in the last two years or has gained this knowledge through work experiences. To request a training waiver, please e-mail Mary Sundet Jones at Mary.SundetJones@iowa.gov explaining how one of your organization's current board or staff members has met the training requirement in another way. Do not request a training waiver fewer than 5 business days prior to the Stability Grant application deadline. If you are granted a training waiver, attach a copy of the correspondence (e-mail) from the Cultural Trust granting the training waiver to your Stability Grant application.

Submitting Application

Once you have completed the application, print it along with all the necessary attachments listed on the application checklist and arrange the documents in the order listed on the checklist. Place one copy of all the documents into one envelope and mail, Fed Ex, or hand deliver to:

Department of Cultural Affairs
Iowa Cultural Trust: Stability Grant
600 E. Locust
Des Moines, IA 50319

Applications must be received in the Cultural Trust office by 4:30pm on the date of the deadline. This is not a postmark deadline.

In addition to delivering a paper copy of the complete application, also email a copy of the application form to iac.egrant@iowa.gov. This can be done either by saving the form and attaching it to an e-mail to iac.egrant@iowa.gov or by clicking on the "Submit by E-mail" button at the top of the second page of the application form and following the instructions on the screen. Submitting the form by e-mail will speed the processing time for Cultural Trust staff, but does not count as your official grant submission. The paper submission is your official submission and must be received by the deadline regardless of when the email application is received. Call Cultural Trust staff at 515-281-3293 if you experience difficulties e-mailing the application form.