

This document includes notes from the grant training session on July 9, 2020
Highlighted sections and RED text provide helpful tips as you complete your application.



The Siouxland Recovery Fund is encouraging local organizations who have been directly impacted by COVID-19 and who have provided direct services throughout the COVID-19 pandemic to apply for a grant under their priority area Rebuilding Nonprofit Stability. This keenly competitive priority is intended for substantially devastated, highly effective organizations that provide either:

- a) Vital human services impacting community recovery efforts, or
- b) Key cultural offerings that impact community economic recovery

Requests in this category should target a specific achievable need and be clearly focused as to how this request helps organization carry out organizational mission.

Grant requests should target activities that will not be reimbursed by public agencies or insurance.

Grant Size: Individual organizations may request funding from \$500 to \$25,000 per proposal.

Grant Deadline: July 28th by 5pm

The Siouxland Recovery Fund offers grants in two additional categories. Grant applications for these categories will continue to be reviewed on a rolling basis as needs arise.

1. Assisting individuals and families with direct assistance through non-profit organizations (vouchers, in-kind contributions, cash assistance, etc.)
2. Addressing systemic issues (e.g. mental health needs, housing needs, increased need for substance abuse counselors, etc.)

For more information, to review grant criteria, FAQ's and to apply, visit www.siouxlandrecoveryfund.com

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TIMELINE for APPLICATIONS

- Application Deadline: July 28th by 5pm
- 1 week for Q & A of all applicants
- Grants will be scored based on the following criteria
- Decisions Made by the end of August
- Applicants will receive notification

NOTE: These criteria will be used to score each application.

Primary Criteria

- Is Need Directly Related to COVID?
- Does this address Vital Human Services Impacting Community Recovery Efforts OR Key Cultural Offerings that impact Community Economic Recovery?
- Does it target a specific achievable need?
- Is it clear how the project helps carry out the organizational mission?
- Does this target activities that are NOT reimbursed by public agencies or insurance?
- Appropriate Use of Funds
- Application Completion & Accuracy

SIouxLAND RECOVERY FUND (SRF) GRANT APPLICATION COVER SHEET

DIRECTIONS: Use the TAB key to navigate and fill out Cover Sheet on screen, then print completed form, or print blank form and fill out the application manually.

eMail complete grant application (Cover Sheet, Narrative & Supporting Documentation)

with **SUBJECT LINE:** SRF GRANT APPLICATION to Heather at hhennings@unitedwaysiouxland.com

BEFORE SUBMITTING YOUR APPLICATION, PLEASE COMBINE ALL REQUIRED FILES INTO ONE .PDF DOCUMENT.

Date of Application: _____

ORGANIZATION INFORMATION

Name of organization _____ Legal name, if different _____

Address (including zip code) _____ Employer Identification Number (EIN) _____

Phone _____ Fax _____ Web site _____

Name of top paid staff _____ Title _____ Phone _____ E-mail _____

Name of contact person for this application _____ Title _____ Phone _____ E-mail _____

Number of Full-Time Paid Staff: _____ Number of Part-Time Paid Staff: _____ # of Volunteers: _____

Has this organization received a grant through the Siouxland Recovery Fund in the last 3 months? Yes No
If yes, see Section IV, Part D. If no, complete Sections I - IV.

Is this a request for replenishment of previous Siouxland Recovery Fund approved grant proposal? Yes No

PROPOSAL INFORMATION

Proposal Title: _____

Please indicate which priority this application will address, using the three priorities outlined in the guidelines (more details in guidelines). Please check only one, even if application meets multiple criteria.

1. Assisting individuals and families
2. Addressing systemic issues
3. Rebuilding non-profit stability **This is the primary category, but not limited**

Project dates (if applicable): _____ Fiscal year end: _____

BUDGET

Dollar amount requested: **Max \$25,000 Min \$500** \$ _____

Total project budget: \$ _____

Total annual organization budget: \$ _____

AUTHORIZATION

Name and title of top paid staff (type or print): _____

Signature **Can be e-signature with approval**

Name and title of board chair (type or print): _____

Signature **Can be e-signature with approval**

PROPOSAL NARRATIVE

Please use the following outline as a guide to your proposal narrative; not to exceed four (4) typed pages.

I. PURPOSE OF GRANT Provide answers to all questions organized/titled as shown below.

A. Situation:

1. The opportunity, challenge, issue or need resulting from the current disaster.
2. The targeted population. Describe the demographics and targeted geographic area.
3. How the focus was determined and who was involved in decision-making process. Please include community information/data used.

B. Proposal Design (*please address all relevant items*):

1. Overall goals and specific objectives to address the above situation.
2. Levels of activity to be undertaken (daily intake, number of meals, additional staff hired to address emergency needs, non-profit stabilization efforts). State estimated number of people to be served as a result of this proposal.
3. Criteria or circumstance for offering services. Are there eligibility requirements that must be met in order to receive services?
4. How the proposal complements similar work in the community.
5. Do you know of any public funds that may be available for this proposal in the future?

II. EVALUATION

- A. Explain how you will evaluate and determine the success of this effort.

III. FINANCIAL INFORMATION

- A. Provide a brief budget and narrative identifying the estimated costs to implement the proposal. What percentage will be used for administrative costs? If there are other sources of support, including public agencies and other private funders, please specify. Please describe how this grant will support activities that are not already being covered by state and federal support.

IV. SUPPORTING DOCUMENTATION

What is your organization's EIN # _____

Is your organization an **IRS 501(c)(3)** not-for-profit? **must be active with Secretary of State** Yes No

If no, is your organization a public agency / unit of local government? Yes No

If no, provide name of IRS 501(c)(3) not-for-profit organization or a unit of local government that will serve as your fiscal sponsor.

Name of Fiscal Sponsor

Fiscal Sponsor's EIN number

- A. Provide brief summary of organization mission statement, core goals and organization's programs.
B. Describe the organization's relationship with other organizations working with similar missions. What is your organization's role relative to these organizations?

C. All New Applicants:

- Most current IRS determination letter
- Completed **Project Budget Template** available at www.sioxlandrecoveryfund.com
- Current year board-approved budget (Organizational)
- One set of audited or board-approved financials
- List of board members and their affiliations

For non-501(c)(3) organizations, also provide:

- Signed fiscal sponsorship agreement
- Confirmation letter of fiscal agent (if required)
- Fiscal agent audited financial statements

D. Current Siouxland Recovery Fund Grantees:

- Updated current year board-approved budget (Organizational)
- Updated Project Budget Template

TEMPLATE FOR FINANCIAL REPORT- Siouxland Recovery Fund

Required for all grants - available on website in Excel Format

PROGRAM BUDGET - Please provide the following information for the program you are requesting Siouxland Recovery Fund grant for.

Realize not all categories will match your budget line items, shift items to show complete program budget.

Budget Item	Last Year's Actual	This Year's Budget	This Year's Actual Year To Date	Projected Year End Totals	Reason For Change
Dates	00/00/00-00/00/00	00/00/00-00/00/00	00/00/00-00/00/00	00/00/00-00/00/00	Was it Grant Loss, change in client access, fundraiser cancelled, etc?
INCOME					
Grants					
Govt. Funding					
Special Events					
Program Fees					
Other Cash Donations					
Other Income					
EXPENSES					
Salaries/Benefits/Payroll Tax					
Professional Fees					
Administrative Expenses: Supplies, Telephone, Postage, Printing, etc.					
Program Expenses: Supplies, workbooks, etc					
Occupancy, Rental, Maintenance					
Travel					
In-Kind Expenses					
Other Expense #1					
Other Expense #2					
Other Expense #3					
All Other Expenses					

Services	Cost/Unit of Service Pre-COVID	Cost/Unit of Service Now	Estimated Clients Pre-COVID	Clients Served Now	Reason for Change
Name of Service 1 (example: Credit Counselling Consultation, Child Care Daily Cost, etc.)					
Name of Service 2					

Additional financial information required

Overall Organization

What is your organization's total budget?

How many month's of operating reserves do you have?

Are these dollars available for use locally?

Have you had to utilize reserves to meet expenses in the last 4 months?

If your organization applied for any State or Federal Funding Grants or Loans related to COVID-19 Relief, please list the amounts applied for and received:

Grant/Loan	Did you apply?	Did you receive?	How much was received?
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Payroll Protection Program			
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Other			
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Other			
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Other			
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If you did not apply for PPP, please explain why.

Once grant is reviewed, if awarded, the Grant Report is required

SIouxLAND RECOVERY FUND

www.sioxlandrecoveryfund.com

Any photos/success stories, testimonials are welcomed!

Grant Report Form

Use the TAB key to navigate and fill out Report Form on screen, then print completed form, or print blank form and fill out manually.

APPLICANT: (Name, address)		FISCAL SPONSOR ORGANIZATION: (if applicable)
CONTACT PERSON:	PHONE # OF CONTACT PERSON:	AMOUNT OF GRANT:
SIOUXLAND RECOVERY FUND PRIORITY FOR WHICH GRANT FUNDS WERE EXPENDED: <ol style="list-style-type: none"> 1. Assisting individuals and families 2. Addressing systemic issues 3. Rebuilding non-profit stability 		
PLEASE PROVIDE THE FOLLOWING INFORMATION AND ATTACH TO THIS FORM. <ol style="list-style-type: none"> 1. A detailed narrative about how the funds were spent (e.g. food, housing, health, and human services, staffing or infrastructure necessary to assist victims, etc.). Indicate number of households served as well as number of individuals served (if known). 2. A detailed financial report of expenditures. As part of this report you are not required to provide copies of receipts, invoices, timesheets, the names and addresses of individuals / families served, etc. However, such records must be maintained and available for audit purposes. 3. Sample stories about the people your organization helped with this grant. 		
REPORT DUE DATE: Reports are due by whichever occurs first - within 30 days after expenditure of the awarded funds; OR prior to a request to replenish funds if needed. Reports should be sent to the address below. *** If all the funds have not been spent within 60 days, please call for further instructions.		
CERTIFICATION: The funds were expended solely for the purpose(s) stated in the grant proposal.		
_____	_____	_____
Applicant – Top Paid Staff or Board Chair Signature/Title	Typed/Printed Name & Title	Date
_____	_____	_____
Fiscal Sponsor Organization - Authorized Signature/Title (if applicable)	Typed/Printed Name & Title	Date

Return this form to:

Siouxland Recovery Fund

Via email with SUBJECT LINE: SRF GRANT REPORT
to Heather Hennings at hhennings@unitedwaysiouxland.com

SIouxLAND RECOVERY FUND

Grant Guidelines

The purpose of the Siouxland Recovery Fund (SRF) is to provide financial resources to help meet short, intermediate and long-term needs for recovery in the Siouxland area.

The SRF does not grant directly to individuals or families, but to the non-profit organizations that serve individuals and families in the Siouxland tri-state area. Residents should contact local agencies for immediate help. A list of agencies receiving SRF grants will be available at www.siouxlandrecoveryfund.com

Eligibility: Organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or corresponding section of any future federal tax code), or to organizations defined as charitable under Section 170(b)(1) of the Internal Revenue Code of 1986 and its Regulations as presently existing or as hereafter amended. (e.g. units of local city or county government, community action groups, relief agencies, churches and faith-based organizations, clinics, schools, food banks, clothes closets, etc.) that fit the criteria described below are eligible to apply.

Proposals must be implemented without discrimination or religious content.

Criteria: Funding is available to address unmet needs that have developed as a result of a disaster. Grants will be made to address short, intermediate, and long-term solutions. Eligible organizations may apply for funding to address one or more Siouxland Recovery Fund priorities:

1. **Assisting individuals and families with direct assistance through non-profit organizations** (vouchers, in-kind contributions, cash assistance, etc.)
2. **Addressing systemic issues** (e.g. mental health needs, housing needs, increased need for substance abuse counselors, etc.)
3. **Rebuilding non-profit stability** (This keenly competitive priority is intended for substantially devastated, highly effective organizations that provide: a) vital human services impacting community recovery efforts or, b) key cultural offerings that impact community economic recovery. Requests in this category should target a specific achievable need and be clearly focused as to how this request helps organization carry out organizational mission.)

Grant requests should target activities that will not be reimbursed by public agencies or insurance.

Grant Size: Individual organizations may request funding from \$500 to \$25,000 per proposal. Applicants will be allowed to request proposal renewal for priority 1 & 2 proposals during the duration of the SRF grant program. A request for replenishment can be made when 75% of the initial grant funding has been expended, and a grant report (available on the website) has been submitted to the SRF Review Board.

Application Process: Applications will be received and processed on a rolling basis until further notice. Grants will be awarded based on available resources. The grant application is available on the SRF website.

Applications will be reviewed weekly at the onset of the disaster and as frequently as necessary thereafter. Some decisions may be postponed depending on funding availability and prioritization of need; staff will keep applicants apprised of the review process. Award/decline letters will be sent following each meeting; grants will generally be paid within a week of receiving the signed grant agreement.

Applications will be reviewed by the SRF Review Board composed of members that are broadly representative of the effected geographic area. Members may represent the United Way, Siouxland Community Foundation, city and county emergency management, Red Cross, Salvation Army, Community Organizations Active in Disasters (COAD) and community leaders with geographic representation from the tri-state area.

Grant Report: All grantees will be required to submit a Grant Report documenting use of the Siouxland Recovery Fund grant. **Reports must contain financial accounting and documentation as well as impact statements. Documentation must include, but is not limited to, receipts, invoices, timesheets, etc.**

Questions may be submitted at www.sioxlandrecoveryfund.com

SIouxLAND RECOVERY FUND

FREQUENTLY ASKED QUESTIONS & ANSWERS (FAQ)

Background

The Siouxland Recovery Fund was first activated to respond to the 2011 historic flood. The purpose of the Fund is to provide financial resources to help meet short, intermediate and long- term needs for recovery in the Siouxland area.

When the fund is activated in response to a major local disaster, donors may contribute to the Siouxland Recovery Fund at the drive thru or night deposit box of any Security National or Wells Fargo Bank. Donations may also be made online at: www.siouxlandrecoveryfund.com. Checks can also be mailed to the Siouxland Recovery Fund, c/o United Way of Siouxland 701 Steuben Street, Sioux City, IA 51101

FAQ

Q. How will the Siouxland Recovery Fund (SRF) be used to help people?

A. The fund will be used to support organizations and non-profit agencies that are providing direct assistance or aid to people impacted by disaster. It is also recognized that community needs may present themselves long after a disaster has passed and the Siouxland Recovery Fund will take steps to assure long-term financial assistance is available.

Q. Who is eligible to receive a grant?

A. Non-profit 501(c)(3) organizations and public agencies (e.g. units of local city or county government, community action groups, relief agencies, churches and faith-based organizations, clinics, schools, food banks, clothes closets, etc.) that fit the grant criteria described are eligible to apply.

Q. Why doesn't the SRF make grants to individuals and families?

A. The SRF does not provide grants to individuals and families, only to the non-profit organizations and units of local government that serve individuals and families impacted by the disaster. Area non-profits are better equipped to assess individual and family needs on a case-by-basis and administer funding effectively.

Q. What is the granting criteria?

Funding is available to address unmet needs that have developed as a result of the disaster. Grants will be made to address short, intermediate and long-term solutions. Eligible organizations may apply for funding to address one or more Siouxland Recovery Fund priorities:

Assisting individuals and families with direct assistance through non-profit organizations (vouchers, in-kind contributions, cash assistance, etc.)

Addressing systemic issues (e.g. mental health needs, housing needs, increased need for substance abuse counselors, etc.)

Rebuilding non-profit stability (This competitive priority is intended for substantially devastated, highly effective organizations that provide: a) vital human services impacting community recovery efforts, or, b) key cultural offerings that impact community economic recovery. Requests in this category should target a specific achievable need, and be clearly focused as to how this request helps organization carry out organizational mission.)

Q. What is the grant making process for the Siouxland Recovery Fund?

A. Applications will be received and processed on a rolling basis until further notice. Grants will be awarded based on available resources. The grant application is available at www.sioxlandrecoveryfund.com

Q. Who will be making the funding decisions?

A. The SRF Review Board composed of approximately 10 professionals that are broadly representative of the effected geographic area will review applications and make funding decisions. Committee includes representation from the United Way, Siouxland Community Foundation, city and county emergency management, Red Cross, Salvation Army, Community Organizations Active in Disasters (COAD) and community leaders with geographic representation from the tri-state area. Any organization serving on the Review Board that applies for SRF support will recuse themselves from the discussion and decision-making process in regards to their organization's application. They will have the same privileges and requirements as any organization eligible for funding from the SRF.

Q. What is the United Way of Siouxland's role with the Recovery Fund?

A. The United Way of Siouxland is the fiscal agent for the fund. The United Way President serves as one member on the SRF Review Board that makes the funding decisions.

Q. How will funding decisions be communicated and accounted for?

A. Award / decline letters will be sent following each meeting of the SRF Review Board. In addition, a list of agencies receiving SRF grants will be available at www.sioxlandrecoveryfund.com and on the SRF Facebook page. All organizations that receive funding will be required to provide an accounting of how the funds were spent and how services were provided.

Q. Can organizations apply for more than one grant?

A. Yes. Organizations will be allowed to request proposal renewal for priority 1 & 2 proposals during the duration of the SRF grant program. A request for replenishment can be made only when 75% of the initial grant funding has been expended and a grant report (available on the website) has been submitted to the SRF Review Board.

Q: How does this fund differ from support I may give to Red Cross or Salvation Army?

A: The Red Cross and Salvation Army provide immediate aid to victims as well as specific types of services during a disaster. Accordingly, both organizations would be eligible for support from this fund. Donations given to the Siouxland Recovery Fund will be awarded to various organizations aiding in short, intermediate, and long-term recovery efforts.