

MERRILL COMMUNITY FOUNDATION 2025 GRANT APPLICATION INSTRUCTIONS

Grant amounts are dependent upon the allocation of interest funds available from the Merrill Community Foundation each year. Grant applications are due on May 1, 2025. Grant awards will be announced on May 10, 2025 and all grant applicants will be notified as to approval or denial.

Your organization must be a 501(c) (3) or a unit of government 170(b). Agencies that qualify as a 170(b) include counties, cities, and schools and do not need an IRS letter. If the applicant is not a 501(c) (3) or 170(b) organization, a fiscal agent is required who is 501(c)(3) or 170(b). The fiscal agent will be responsible for grant funds. Provide the name, address, phone, and EIN number of the fiscal agent, as well as a letter of support from your fiscal agent.

We ask that the Merrill Community Foundation be given credit in media releases. **YOU MUST RETURN ANY PORTION OF THE GRANT MONIES NOT USED FOR THE ORIGINAL DESIGNATED PURPOSE.** A project report, including copies of paid receipts, must be submitted within twelve months of receipt of the grant check. (Successful grant recipients will receive an agreement form) The agreement form indicates the grant recipients' agreement to use the funds for the purpose requested.

COMPLETED APPLICATIONS MUST INCLUDE THE FOLLOWING....

1. Cover sheet and Application Form not to exceed a combined total of three pages. **5-copies each**
2. Completed budget sheet not to exceed one page. **5-copies each.** Include letters of commitment for in kind contributions and other funding source.
3. List of Board of Directors or Officers and their contact information. **5-copies each.**
4. If you are sponsored by a Fiscal Agent, include their Federal IRS non-profit status letter. **5-copies each**
5. Please staple collated applications in the upper left corner of the entire application and supporting materials.
6. No covers please.

Please submit your completed application packet by mail or hand deliver to:

City Clerk
City of Merrill
608 Main Street
Merrill, Iowa 51038

Questions contact: Sara Jane Hauff at 319-610-4548

APPLICATIONS MUST BE RECEIVED BY May 1, 2025. GRANTS ANNOUNCED *May 10, 2025*

MERRILL COMMUNITY FOUNDATION 2025 GRANT APPLICATION INFORMATION

The Foundation of Merrill Iowa was formed to coordinate and provide philanthropic support for community betterment projects in the community of Merrill. The Community Foundation of Merrill Iowa is an affiliate of the Iowa Community Affiliate Network, a collaboration of the Community Foundation of Greater Des Moines and the Iowa Area Development Group Community Foundation. Each year the Foundation will make grant awards to worthwhile projects located in the community of Merrill.

Foundation of Merrill's areas of emphasis include:

- **Children, youth, and families:** Programs that enhance the quality of life for children and through opportunities to enhance their intellectual, emotional, physical, and social development.
- **Community Betterment- Neighborhoods and community development:** Programs that address community and neighborhood development, both social and economic.
- **Health and Human Services:** Social service projects that benefit the underserved segments of the community
- **Education:** Community education and service projects that serve all age groups and segments of the population
- **The Environment:** Programs that address our natural resources and environment
- **Arts and Culture:** Programs that provide or increase access to cultural and educational resources for theatre, music, arts, dance, and museums and that increase awareness of arts and culture.

Please note that we do not fund:

Individuals * Fundraisers * Debt reduction or budget shortfalls * Politics/causes * Religious purposes (this does not exclude grants to religious organizations for non-religious purposes) * Equipment, unless it is essential for the program * Ongoing expenses, such as wages * Endowments.

When filling out Cover Sheet please note the following: If requested funds are for Capital Support, designate which funds refer to repairs or improvement to buildings. If requested funds are for a Special Project, designate which funds refer to a onetime event, project or program.

You may access the application forms online at the following web site: www.merrilliowa.org

ALL APPLICATIONS MUST BE TYPED OR COMPLETED ON A COMPUTER AS A WORD DOCUMENT, NO HANDWRITTEN APPLICATIONS WILL BE CONSIDERED.

**MERRILL COMMUNITY FOUNDATION
2025 COVER SHEET**

Date of application: _____

Organization Information

Name of organization _____ *legal name (as listed with IRS)* _____

Organization address _____ *City, State, Zip* _____ *Employer ID # (EIN) if applicable* _____

Phone _____ *Fax* _____ *Web Site* _____

Name of contact person regarding this application _____ *Phone* _____

E-Mail _____

Type of Funding Sought: (check one)

- Capital Support
- Program Support

Project Focus Area: (Check the most appropriate)

- Childres, Youth, Families
- Education
- Environment
- Health and Human Services
- Community Betterment
- Arts and Culture

Organization Type: 501 (c)(3) Not-for-Profit

Is your organization a 170b unit of government? (City, County, School) Yes No

IF NO, you must have a fiscal agent. Please list name, address, phone, and fiscal agent contact person: _____

Fiscal agent's EIN number _____

What is your fiscal Calendar? (MO/YR) to (MO/YR) _____

5. What other funding sources have you attempted to acquire, but were unsuccessful?

6. Indicate the desired impact of your project and how you will measure and evaluate the results of the project. Be specific regarding community needs/issues your project will address.

Population Served: _____

Grant monies needed? (MO/YR) to (MO/YR) _____

Total project cost: \$_____ Total requested from Foundation: \$_____

What % of total funds needed for the project has been promised or acquired? _____%

The signature of the president or board chair of your organization confirms that this application is being made in good faith, is true and correct to the applicant's belief and knowledge, and for the purpose described in this application.

SIGNATURE _____ DATE _____

CHECKLIST:

Be sure you have included the following in your grant application. **Your application will not be considered if it is missing any one of the following as described in the instructions.**

(5 Stapled and Collated sets)

_____ Cover Sheet (1 page) and Application form (not to exceed 2 pages)

_____ Project Budget Sheet (1 page)

_____ Include letters of commitment for in-kind contribution and other funding sources.

_____ List of Board of Directors/Officers with contact information.

_____ Your organizations latest 501 (c)(3) IRS nonprofit status letter, or that of your fiscal agent.

_____ Score Sheet