

## SCRA Online Grant Application Overview *Questions with an asterisk (\*) are required*

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**All applicants are required to acknowledge that they have read the following documents prior to completing a grant application:**

### Letter from the SCRA President\*

® I have read the "Letter from the President"

### Funding Application Guidelines\*

® I have read the "Funding Application Guidelines"

## Face Sheet

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### Name of Project\*

Character Limit: 250

### Description of Project\*

Provide a brief description of the project and explain the primary purpose for the funds requested from SCRA.

Character Limit: 500

### Financial Officer\*

Character Limit: 50

**Amount of funding requested from SCRA\*** - Please enter a whole number (do not include decimals). If amount of funding requested from SCRA is \$100,000 or more, please be sure to comply with SCRA Funding Application Guidelines 3, I.

### Organization type\*

- Non-Profits must be exempt from federal income taxes under section 501(c)(3) or 501(c)(19) of the Internal Revenue Code.
- Non-Profits must maintain legal existence and remain in good standing with the state of its principal place of business.
- Non-Profits must upload a copy of a Balance Sheet AND an Income Statement for the most recent full fiscal year.

Choices:        Non-Profit  
                      Government  
                      Education

### What percentage of persons served by this project/program will be residents of Scott County?\*

Character Limit: 4

**In what state is organization incorporated?\***

Character Limit: 25

**How long has the organization been incorporated?\***

Character Limit: 20

**Project or Program Budget**

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**Budget Table:\***

Complete the SCRA budget table (using link below) including all expenses for this project/program, as well as all revenue to be used to pay for this project/program.

- Column A: itemize all expenses for this project/program with the exception of expendable supplies
- Column B: itemize all revenue requested from SCRA for this project/program as it corresponds to the expenses for this project/program
- Column C: include all other NON-SCRA revenue "applied for" for this project/program
- Column D: include all other revenue currently available/secured for this project/program

Download the SCRA budget table within this link, complete the budget table and save the file to your computer in Excel format. To upload the completed budget table, click on the "upload a file" button below. Navigate to the completed budget table that you have saved on your computer and click "open". (If you need to make changes to the budget table after uploading, first delete the original file and then upload the revised file.)

File Size Limit: 2 MB

**Budget Narrative**

Provide a brief budget narrative explaining how expenses are calculated and allocated to the project/program.

Character Limit: 3000

**Quotes or Bids\***

Did you obtain competitive bids for this project? We strongly encourage all applicants to seek bids prior to submitting the grant request where appropriate. Seeking bids and providing information about this process in the grant application will be taken into consideration in evaluating grant applications.

- Yes
- No

If no, please explain circumstances.

Character Limit: 3000

Please upload quotes or bids for your project/program. All documents must be scanned into one document prior to uploading. Attachments must be in Excel, Word or PDF format.

File Size Limit: 5 MB

## Narrative Questions

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### **State the problem addressed by the project/program\***

Describe the need for the service that you will provide.

Character Limit: 3000

### **Goals and Objectives\***

Describe the goals and objectives of the project/program.

Character Limit: 3000

### **Nature of the service\***

Describe the nature of the service to be offered and the activities which will be conducted to carry out the project/program.

Character Limit: 3000

### **Estimated number of people served\***

Provide estimates of the number of people to be served in Scott County, Iowa and the number of services which will be delivered by the project/program.

Character Limit: 3000

### **How will you evaluate success?\***

Describe how you will evaluate the success of the project/program.

Character Limit: 3000

## Mission Statement

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### **Mission Statement\***

State or upload the mission statement of the organization and description of services provided by the organization. Upload file must be in Excel, Word or PDF format.

Character Limit: 5000 | File Size Limit: 3 MB

## Board of Directors

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### Board of Directors\*

State or upload a list of the organization's governing board and the board members place of residence (residential city and state are required). Also indicate officers. Upload file must be in Excel, Word or PDF format.

Character Limit: 5000 | File Size Limit: 2 MB

## IRS Determination

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All non-profit organizations applying to SCRA for funding consideration must be exempt from federal income taxes under section 501(c)(3) or 501(c)(19) of the Internal Revenue Code. The organization's IRS determination will be verified through the online application system. You will be contacted if there are questions regarding your non-profit status.

## Certificate of Existence

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### Confirmation of Certificate of Existence/Good Standing (required for all non-profit organizations)

I affirm that the applicant organization has maintained legal existence in the state of its principal place of business and remains in good standing as of the date of submission of this grant application.

### Choices

Yes

No

## Balance Sheet AND Income Statement (required for all non-profit organizations)

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All non-profit organizations are required to upload a Balance Sheet AND Income Statement for their most recent full fiscal year. If the organization is new and has not been in existence for a full twelve month period, upload the most recent Balance Sheet AND Income Statement. Scan the required Balance Sheet AND Income Statement into one file and upload below.

File Size Limit: 4 MB

## Electronic Signature

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### Electronic Signature Name\*

Character Limit: 250

### Electronic Signature Title\*

Character Limit: 250

### Electronic Signature Date\*

Character Limit: 10

### Notification of Grant Submission

I have notified my CEO, Board President, School Principal, Superintendent that an application for funding consideration is being submitted to SCRA. Check all that apply.

Choices:           CEO/Executive Officer  
                          Board President  
                          Superintendent  
                          School Principal

To save and/or print a hard copy of the application that you are submitting to SCRA, please select the application packet button at the top of the screen. Please remember that your application will always be available to you to view by logging into this site.