



2026 Greater Madison County Community Foundation Grant Guidelines

The 2026 Grant Cycle opens **Wednesday, January 7** and closes **Wednesday, March 4 at 4:00 PM**. Award announcements are anticipated by **Wednesday, April 15**.

Applicants must submit a complete and balanced project budget reflecting the full cost of the project. Donated labor and materials should be included in the total project cost. Please identify all funding sources, including those other than Greater Madison County Community Foundation grant funds. Documentation for bids, estimates, purchase prices, and related costs must be included.

A clear project description is required. The description does not need to be lengthy; a short, well-written narrative is preferred.

The Foundation **will not fund staff salaries**, either directly or indirectly, and **will not cover general operating expenses** such as utilities or administrative costs. The Foundation generally **prioritizes funding for hard, tangible assets and physical improvements** over programmatic expenses and typically **does not support recurring program requests**. The Foundation also **prefers projects that demonstrate matching funds or in-kind support** (material and/or labor), reflecting broader community investment in the project.

Preference will be given to organizations that have completed prior grant-funded projects. Organizations with incomplete projects from past grant cycles should contact the grant administrator before applying.

Larger projects that may extend beyond one year will be viewed more favorably if the application focuses on **clearly defined components that can be completed within one year** of the application deadline.

Organizations applying for funding must be a **501(c)(3) nonprofit or a governmental entity**. Organizations that do not meet this requirement must identify an eligible fiscal sponsor.

Organizations that have not submitted a grant application within the past three years must include either their most recent Annual Operating Budget or IRS Form 990.

Applicants may include a link to a video presentation of the project for Board review. Submitting organizations may be contacted by GMCCF Board members with questions related to the application.

Applications submitted one week prior to the deadline or earlier may receive preliminary feedback if requested.

Applications must be submitted via email to **director@madisoncountydevelopment.com** by the due date stated on this application. Applicants will receive a confirmation email once the application is received; if confirmation is not received, please follow up. Questions should be directed to **Ryan Marquardt, Foundation Administrator**, at **(515) 462-1891**. Materials that cannot be emailed (such as brochures or attachments) must be delivered to **1217 North 6th Ave, Suite 3**.

2026 Grant Application Checklist

- ☐ **Application submitted by Wednesday, March 4 at 4:00 PM**
- ☐ **Complete project description** (clear and concise)
- ☐ **Complete and balanced project budget**
 - ☐ Full project cost included
 - ☐ Donated labor/materials included
 - ☐ Matching funds identified
 - ☐ Other funding sources identified
- ☐ **Supporting documentation attached**
 - ☐ Bids
 - ☐ Estimates
 - ☐ Purchase prices
- ☐ **Project focus**
 - ☐ Hard, tangible assets or physical improvements
 - ☐ Programmatic elements, if included, are clearly justified
- ☐ **Ineligible expenses**
 - ☐ Project does not include staff salaries or general operating expenses
- ☐ **Prior grant completion**
 - ☐ Previous GMCCF-funded projects completed
 - ☐ If incomplete, grant administrator contacted
- ☐ **Multi-year projects**
 - ☐ One-year project components clearly identified
- ☐ **Eligibility**
 - ☐ Applying organization is a 501(c)(3) nonprofit or a governmental entity
 - ☐ If not, an eligible fiscal sponsor has been identified
- ☐ **Financial documentation** (if no application submitted in past 3 years)
 - ☐ Annual Operating Budget **or** IRS Form 990
- ☐ **Optional materials**
 - ☐ Link to project video included
 - ☐ Any attachments not emailed delivered to 1217 North 6th Ave, Suite 3
- ☐ **Submission**
 - ☐ Application submitted electronically to **director@madisoncountydevelopment.com**
 - ☐ Confirmation email received, if not received, follow up



Grant # _____ (For Foundation Use)

1217 North Sixth Avenue, Suite 3
(515) 462-1891

director@madisoncountydevelopment.com

2026 application deadline is 4:00 PM Wednesday, March 4th

Project Title:

Organizational Information

Name of Organization:

Legal name (as listed with IRS, if different than above):

Organization Address:

Employer Id Number (EIN):

Phone:

Website:

Contact Person for this application:

Relationship to Organization:

Phone:

E-Mail:

If your organization is not an IRS 501(c)3 or a governmental entity you MUST have a fiscal sponsor that is either a 501(c)3 organization or a governmental entity. (Applications submitted without fiscal sponsor will not be considered.)

Fiscal Sponsor Organization:

Total cost of Project:

Amount Requested:

Brief Description/Explanation of Project *(750 character LIMIT)*:

Type of Request (check one):

Capital Based

Program Based

Capital: building or physical improvement of something

Program: operational, activity, general programmatic support specific to the proposed project.

Project Focus Area (check one):

Arts/Culture/Humanities

Human Services

Education

Environment/Animals

Public/Society Benefit

Health

Other

Are you requesting for the continuation of a previously funded Foundation project?

Yes

No

If yes, please indicate reason:

Describe your organization. (Charitable purpose, activities, population served, major changes, local history, etc...) **500 characters**

Expand on the proposed project, including: goals, objectives, community need, benefits, community support, and any other information you deem significant. **(Attach supplemental pages if necessary) 1500 characters**

Indicate desired impact and how you will measure and evaluate the results of the project. Be specific regarding community needs/issues your project will address. **500 characters**

Considering the availability of project funding, describe your time-line for the project including expected start and completion dates. **500 Characters**

Will this project be completed if request is not fully funded? Yes No

Project Budget

Expenses

Source	(Show complete project breakdown and as much detail as possible)	Amount
Land Purchase		
Professional Services		
Construction Costs		
Equipment Purchase		
Construction Supplies		
Training Costs		
Personnel Costs		
Other Expense		

Total:

Income

Source	(Provide documentation of any approved commitments from public or private entities)	Amount
Sponsor Cash		
Federal Gov. Grants		
State Gov. Grants		
Private Foundations		
Sponsor In-Kind*		
Private In-Kind*		
County Foundation Grant		
Other Income		

Total:

Total EXPENSE and INCOME should match and match TOTAL COST OF PROJECT from first page of application

* **In-Kind gift:** when a foundation or other entity contributes a good or service in lieu of providing monetary grants. Include the value of these donated services or items in your budget.

Approval Agreement from Applicant Organization

We approve submission of this grant request and certify that the purpose of this request is charitable and that an funds received from the Great Madison County Community Foundation will be used solely for the project state in this application.

Board Chairperson or designated representative: (signature)

Date:

If organization applying is not a 501(c) 3 or governmental entity, this form MUST accompany the grant application.

Fiscal Sponsorship Agreement

Date:

Fiscal Sponsor (Legal Applicant):

Fiscal Sponsor Contact Person:

Fiscal Sponsor Contact Person E-mail:

Fiscal Sponsor Full Mailing Address:

Sponsored Organization Requesting Funding:

Project Name:

(hereafter referred to as **The Sponsor**) has agreed to serve as a fiscal/
program sponsor for the (hereafter referred to as the **Sponsored Org.**) as
outlined in the attached application and supporting materials.

The Board of Director of **The Sponsor** has passed a resolution adopting the **Sponsored Org.'s** project as a program or project consistent with **The Sponsor's** purpose and mission. The **Sponsored Org.'s** financial activities will be accounted for as a program of **The Sponsor** for IRS auditing and financial reporting purposes.

Since the **Sponsored Org.** is not recognized by the IRS as a charitable tax-exempt entity, **The Sponsor** must exercise full control over the **Sponsored Org.'s** financial administration, management and disbursement of funds resulting from this grant application. **The Sponsor** has delegated (name of person) as responsible for fulfilling of these accounting and reporting functions subject to the ultimate authority of the Board of Director 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. Failure to insure timely reporting on behalf of the **Sponsored Org./Sponsor** will 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:

Fiscal Sponsor (Legal Applicant) Rep. Signature:

Fiscal Sponsor (Legal Applicant) Rep. Printed:

Date:

Sponsored Org. Rep. Signature:

Sponsored Org. Rep. Print:

Date:

** 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.*

Definitions/Explanations

Fiscal Sponsor: is 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 to serve in this capacity. A fiscal sponsorship agreement must accompany the grant application if a fiscal sponsor is being used. 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 department.