



## Applying for a Grant from the Readlyn Community Fund

### CHECKLIST:

Groups and organizations interested in seeking grants from the Readlyn Community Fund are asked to submit:

- A completed Grant Application
- Cover letter from the director or CEO of the organization
- Organization's budget for current year, past year and coming year, if available.
- **One copy** of IRS 501(c)(3) Tax Exempt Determination Letter, or alternatively, a fiscal sponsorship agreement signed by a 501(c)(3) organization (Please call our administrative office at (319) 287-9106 with any questions or concerns regarding 501(c)(3) status.)

### Applications are available at:

Readlyn Community Library  
Readlyn Telephone Company  
Online from our website: [www.cfneia.org/Readlyn](http://www.cfneia.org/Readlyn)

### Grant recipients are required to:

1. Sign a terms of grant form which clarifies legal parameters for use of the grant. Upon receipt of this form, our administrative office will send the grant check.
2. Submit a short written report within six months on the outcome of the funded program or project.

*Grants from the Readlyn Community Fund support all areas of community life.*

[www.cfneia.org](http://www.cfneia.org)

## What is the Readlyn Community Fund?

The Readlyn Community Fund, an affiliate of the Community Foundation of Northeast Iowa, was created by and for the people of Readlyn, Iowa. The main goals of the Fund are to support the community of Readlyn and to attract additional charitable funds to assist donors in and around Readlyn in creating lasting legacies through a variety of giving options.

### GOVERNING COMMITTEE:

Janet Huebner, *Chair*  
Bob Casterton  
Troy Kuethe  
Virgil Matthias  
Brenda Meyer  
Aaron Sauerbrei



Readlyn Community Fund  
Affiliate of the Community Foundation of NE IA

### ADMINISTRATIVE OFFICE:

425 Cedar Street, Suite 310  
PO Box 1176 ♦ Waterloo, Iowa 50704  
319.287.9106 *phone* 319.287.9105 *fax*  
[www.cfneia.org](http://www.cfneia.org) *web*



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## Grant Application Procedures & Checklist

## READLYN COMMUNITY FUND

## Schedule for Grant Making

### When are grants awarded?

Charitable grants from the Readlyn Community Fund will typically be approved and distributed in June. All applicants will be contacted in June.

### When should applications be submitted?

All grant applications must be postmarked by April 20, 2009. Please submit **seven copies** of the completed application and all attachments:

Send **six copies** to:  
Readlyn Community Fund  
c/o Janet Huebner  
2620 260th Street  
Readlyn, IA 50668

Send **one original copy** to our administrative office:  
Readlyn Community Fund  
PO Box 1176  
Waterloo, IA 50704

Attachments to grant applications, if any, should be limited to four pages (not including the organization budget, cover letter, and the IRS 501(c)(3) letter or fiscal sponsorship agreement). The use of adhesive binding or plastic or metal binders for grant applications is discouraged.

*Applicants are invited to contact our administrative office at the Community Foundation of Northeast Iowa at (319) 287-9106 with specific questions on eligibility.*

For good. For Readlyn. For ever.

## Grants are awarded in all areas:

### ARTS & CULTURE

Supporting the creative arts—theater, music, painting, sculpture, dance, strengthening the programs of local museums and libraries.

### COMMUNITY AFFAIRS & DEVELOPMENT

Including the administration of justice, development of employment and training, encouragement of citizen participation in community affairs, and enhancement of local community resources.

### EDUCATION

Improving the quality of education through support of both public and private institutions of learning.

### ENVIRONMENT EDUCATION & PROTECTION

Supporting conservation of natural resources, preventing and eliminating pollution, preserving water quality, protecting wildlife, and educating the public about environmental priorities.

### HEALTH

Helping alleviate human suffering through support of institutions dedicated to healing and wholeness of life through improvement of health care, prevention of substance abuse, and research into the causes and prevention of disease.

### HISTORIC PRESERVATION

Assisting groups engaged in restoring structures and artifacts of historical importance to the area.

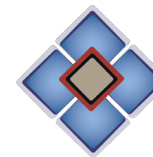
### HUMAN SERVICES

Assisting youth, women, minorities, the elderly, the handicapped, and families in need.

## Eligibility to Apply for Grants

- Applicant organizations must be tax-exempt, non-profit entities classified by the IRS as 501(c)(3) organizations or equivalent, or alternately, must be sponsored by a 501(c)(3) organization. If you have questions about eligibility or this classification, please contact our administrative office at (319) 287-9106.
- Applying organizations must be located in or serve residents of Readlyn.
- There is no set of criteria which, if met, will guarantee funding.
- CONSIDER APPLYING. We look for new ways to have a positive impact on Readlyn through innovative and high-impact grants
- Only one grant application per year will be accepted from any group or organization.
- Grant amounts range from \$500 to \$5,000.

*Questions? Please contact any of our governing committee members, or our administrative office at the Community Foundation of Northeast Iowa at (319) 287-9106.*



[www.cfneia.org](http://www.cfneia.org)