



Application Guidelines and Tips

Review these guidelines to make sure your application is eligible to receive funding.

- Grant money must be used to benefit only Iowa County residents.
- Grant applications may **not** be made for personnel & fringe, space/building rental, endowment or savings account deposits, building/structure improvements, and new construction.
- Grant funds are restrictive and cannot be used for any purpose other than that stated in the grant application.
- The grant application decisions of the United Fund of Iowa County (UFIC) are final and cannot be appealed.
- Applications must be accompanied by Proof of Non-Profit Status (see #10 on the application form for examples)
- If an organization received funding in the prior funding period, a completed Proof of Spending Form that included information on how the funds were spent and proof the grant was publicized must have been submitted (postmark) by December 15.
- Incomplete or late applications will not be considered for funding. Applications that have not been filled out completely or fail to include any required documentation will be considered incomplete.

When completing the application form, please be as explicit as possible by giving specific information so reviewers have a clear idea of your project objectives, how the project will be implemented, and how those being served will benefit. It is better to include specific details than to leave reviewers with an incomplete sense of the scope of your project. It is important to include exactly how the grant money will be spent and how it will impact the target beneficiaries.

If your project serves residents in more than one county, please state how many of those served live in Iowa County and what percentage this number is of the total number served.

When estimating the number of people who will be served by your project, include only unduplicated numbers - each participant may only be counted once. If your program has weekly events for four weeks with an average attendance of 20 people, each person may only be counted once for all sessions. If the same people attend each week, the maximum number served would be 20 individuals, not 80.

Checklist for UFIC Funding

- All sections of the application form have been filled out completely
- All grant money received will benefit only Iowa County residents.
- The proposed project does not include personnel & fringe, space/building rental, endowment or savings account deposits, building/structure improvements, and new construction.
- Any funds received will only be used for the purpose stated in the application.
- Proof of Non-Profit status has been attached.
- A Proof of Spending Form was completed for a project funded in the prior funding period. (If applicable)
- A specific/detailed explanation of the project's objectives, plan for implementation, and estimated impact have been included.
- The number of Iowa County residents served, plus this number expressed as a percentage of the total number served has been included. All estimated participant numbers are unduplicated - each participant is counted only once throughout the project.
- The mailing address for the check and to whom it should be made payable have been included.
- The application has been signed and dated.
- Every page of double-sided documents has been included.
- The application will be postmarked on or before the posted deadline - check the deadline on the UFIC website: <https://www.unitedfundiowacounty.org/grant-info>

Mail completed application and proof of non-profit status to:

United Fund of Iowa County Inc.
PO Box 63
Dodgeville WI 53533-0063