

## Grant Application Information

### TO GRANT APPLICANTS

The Martha-Ellen Tye Foundation is pleased to share its philosophy and proposal requirements with eligible organizations and institutions who seek funding to address community needs. Please read the following materials carefully before preparing a grant proposal.

They contain:

- A. Grantmaking policies, strategic giving focus, priorities, types of support and limitations (pgs. 1 and 2)
- B. Grant format specifics. Please use the outline on pages 2 and 3 as your strict guide in preparing a proposal. There is no application form.
- C. Checklist to be signed by organization head and mailed with your completed grant proposal (pg. 4).

*The Foundation requests applicants to contact the Executive Director at 641-752-8340 to discuss their proposals before submission. Doing so will help ensure that proposals are complete and ready for review.*

### MISSION STATEMENT

The Martha-Ellen Tye Foundation aims to perpetuate the generosity and giving philosophy of Martha-Ellen Tye by providing support for and working with programs, projects and organizations that are striving to make a better life for the people of Marshalltown, Iowa and San Antonio, Texas and their surrounding areas.

The Martha-Ellen Tye Foundation particularly seeks to address the educational, artistic, cultural, youth and human service needs of communities in these geographic areas and prefers to support initiatives that enable recipient organizations to build their own capacities to produce significant, measurable change.

### GEOGRAPHIC FOCUS

The geographic focus for grantmaking is Marshalltown, Iowa. Proposals from outside Marshalltown will not be considered for funding.

### STRATEGIC GIVING FOCUS & PRIORITIES

The board of directors has identified the following focus:

The Martha-Ellen Tye Foundation, in collaboration with Marshalltown leaders and organizations, will focus its resources to:

- Attract, develop and retain people who will cultivate a civic-minded, healthy, caring community and strengthen our collective sense of pride.
- Build upon our unique community identity by expanding vibrant amenities.

*Support for areas of need that do not readily fall into this specific focus may also be considered.*

The following list of community plans have been funded, fully or in part, by the Martha-Ellen Tye Foundation. Priority will be given to requests that support or implement the following:

- [Marshalltown Parks and Recreation 10-year Plan](#)
- [Highway 14 Redevelopment Plan](#)
- [Iowa River's Edge Trail Master Plan](#)
- [Downtown Marshalltown Master Plan](#)
- [Marshalltown Arts & Civic Center Plan](#)
- [Arts + Culture Master Plan](#)
- [Linn Creek District Plan](#)

## TYPES OF SUPPORT

The Foundation considers support for:

- Program needs, including provision of direct services
- Startup or expansion of organizations and programs
- Construction and renovation projects
- Support of specific programs
- Equipment and materials

*Support for additional types of needs will also be considered unless indicated otherwise.*

## LIMITATIONS

The Foundation does not consider support for:

- Ongoing operating needs unless an essential part of a specific new or expanded program proposed for funding
- Annual campaigns
- Requests for less than \$1,000
- Individuals
- Faith-based programming or purposes
- Organizations without IRS determined status as 501(c)(3), except for units of government (i.e. schools, colleges, city and county governments)
- Organizations that discriminate directly or indirectly against individuals or groups based on religious beliefs, race, gender, ethnic or national origin, or sexual orientation

## TYPES OF GRANTS AWARDED

The Foundation awards two types of grants:

- Outright grants
- Challenge grants, requiring that matching funds be raised

An organization may apply for either type of grant. If funding is approved, the Foundation will determine which type of grant may offer the greater long-term benefit to the organization and the community it serves based on a review of factors including an organization's potential funding base, board involvement, community support and the nature of the project.

For challenge grants, the time period for securing matching funds generally ranges between six months and one year. Challenge grants usually require private sector contributions only and do not generally provide for gifts-in-kind counting toward fulfillment of the challenge. Depending upon the total amount of funding needed and the size of the grant awarded, an organization may be asked to raise from one to three times the amount of the challenge grant.

## MARTHA-ELLEN TYE FOUNDATION: Grant Proposal Format

Postmark deadlines are: **March 1, June 1, September 1** and **December 1**. When those dates fall on a Saturday or Sunday, deadlines are moved to the following Monday. Applicants will be notified of funding within one month of each deadline.

There is no application form. Please follow the outline below in preparing your grant proposal. We ask that you provide all information in the order listed, using the headings, sub-headings and numbers as they appear below. Only one copy of your proposal is required. *Please do not enclose it in a folder or binder.*

### A. Cover Page (page 1)

Date

Name and address of applicant organization

Contact person, title, telephone and fax numbers and email address

Payee organization (if different from applicant organization)

Project title

Dollar amount requested

Total cost of the project

Type of grant (outright or challenge)

Brief summary of project – what you propose to do, how you will do it, and why

## B. Grant Narrative (pages 2, 3, 4)

### 1. Organization Information

Brief summary of organization history

Brief statement of organization mission, goals and population served

Description of current programs, staff and volunteers, fundraising activities and plans

### 2. Project Description

Statement of needs/problems to be addressed

Specific activities planned and project timeline

Qualifications of key staff, consultants or volunteers

Description of target population and how they will benefit

Project goals and measurable objectives

Other organizations, if any, participating in the project and their role(s)

### 3. Evaluation

Evaluation plan including specific outcomes expected and how you will measure them. Please explain how you will know if your project/program has been successful.

## C. Financial Information (pages 5, 6, 7)

1. Project budget – show clearly how requested funding will be spent

2. Other sources of funds for the project: pledged, paid or pending

*If proposed project is ongoing and/or will require financing beyond this proposal, indicate anticipated future funding sources and/or plans for sustainability*

3. Organization operating budget

4. Funding history with Martha-Ellen Tye Foundation, including dates and amounts

## D. Attachments

1. Copy of IRS determination letter confirming 501(c)(3) status (not required for units of government)

2. Board of Directors – names, addresses, occupations, relevant affiliations and percent who made financial contributions to the organization during last fiscal year

3. Most recent audited financial statements or most recently filed IRS Form 990

4. Check list (page 4) signed by chair of governing board or chief executive officer

# Martha-Ellen Tye Foundation

## Grant Proposal Checklist

Please check the space provided beside each item below to indicate that you have included each in your request for funding. Then please sign this form and include it as one of the required attachments with your grant proposal.

- Grant Proposal (One copy only; no folder or binder)
- Projected budget for project or program
- Board of Directors with principal occupations and relevant affiliations
- Current annual operating budget for the entire organization
- Annual financial statement, audited if available, including the auditors' report, or a copy of your most recently filed IRS Form 990
- Copy of IRS determination letter for 501(c)(3) status (not required for units of government)

### Authorizing Signature

This proposal has been reviewed by the applicant's governing body or chief executive officer and approved for submission to the Martha-Ellen Tye Foundation. The applicant has also reviewed the Foundation's grant exclusions as specified under "Limitations" in the application information and acknowledges compliance with the Foundation's requirements. Information provided pertains to the organization or institution that is applying for the grant and accepting responsibility for any funds received.

\_\_\_\_\_ Date \_\_\_\_\_

*Signature of chair of governing board or Chief Executive Officer*

\_\_\_\_\_  
*Printed name*

Email this completed form along with the other required materials to [info@marthaellentiefoundation.org](mailto:info@marthaellentiefoundation.org) or mail to:

**Martha-Ellen Tye Foundation**  
**709 South Center Street, Ste. 125**  
**Marshalltown, Iowa 50158**

**Martha-Ellen Tye**  
FOUNDATION