We, S.T.E.P. (Students Empowering and Leading) members, are a philanthropic group of high school students from Marshalltown Community School District. For 2023, we have been awarded $10,000 to grant to I.R.S. 501(c)(3) tax-exempt organizations, 170(b) units of government organizations or charitable organizations without the above designations through a qualified fiscal sponsor that serve Marshall County. The funds we will be granting have been provided by the Martha-Ellen Tye Foundation (METF) and the Community Foundation of Marshall County (CFMC). We have been learning about a variety of needs within our community and will be focusing our grantmaking on issues facing youth and/or families. ***Priority will be given to applications that focus on the following: youth involvement in activities, mental health, domestic violence services, financial literacy, community aesthetics.***

Application materials are due by **Friday, January 27, 2023 at noon**.

**ORGANIZATION INFORMATION**

Organization Requesting Funding Organization Federal Tax Identification Number

Organization Address

Organization Contact Person (name, phone and email address) Business hours/best time to reach

Is your organization an IRS 501(c)(3) not-for-profit or 170b unit of the government \_\_\_Yes \_\_\_No

If no, please contact [director@cfmarshallco.org](mailto:director@cfmarshallco.org) for fiscal sponsorship form that is required.

**DESCRIPTION OF THE PROGRAM/PROJECT**

Name of the Program/Project (3-5 words)

$ $ %

Total Project Cost Amount Requested from STEP % of total cost requested from STEP

Summary of your project request. (50 words)

Number of people served by this project?\_\_\_\_\_\_ What is the target age group?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your project timeline\*?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Note all program and projects must be completed by 12.31.23

**GRANT APPLICATION NARRATIVE**

**Organization Description:** Describe your organization and include your mission statement. (150 words)

**Project Details:** Describe the project and the results you hope to achieve. Why does Marshall County need this project? Please provide any local data that demonstrates this need. Which one of S.T.E.P.’s priority areas does your project impact? (500 words)

**Project Outcomes:** What will change or improve as a result of this project? What are the desired outcomes?If applicable**,** can you provide a client success story that is a result of this project? (200 words)

**Collaboration:** Are you collaborating with other community partners on this project? If so, how? Are there other organizations providing the same service and how are you coordinating your efforts? (100 words)

**Feedback:** Please provide any feedback on the STEP grant application. (Time it took to complete application, was the application easy to follow, were the questions clear in their intent, were the word count appropriate, etc.) (150 words)

**PROJECT BUDGET**

1. Grant funding must be for expenses incurred after the grant award date.
2. Provide a detailed project budget (worksheet & instructions provided). The Project Budget worksheet should include project income and estimated costs to implement the project. You may also attach cost estimates from suppliers for items that you wish to have funded by this grant. Please state any comments or additional information for review and consideration of your project budget below. (100 words)
3. How will the requested money from S.T.E.P. specifically be spent? (50 words)
4. If your project receives only partial funding from S.T.E.P., how will this affect your ability to complete the project (50 words)

**PROJECT CERTIFICATION**

Applicant Organization Board Approval: We approve submission of this grant request and certify that monies received from S.T.E.P. will be used solely for the project stated in this application.

We will recognize the S.T.E.P. and the CFMC/METF as funding sources for this project both in the short and long term.

We understand that the decision of the S.T.E.P. is solely the decision of the student philanthropy members and that their decision is final.

Organization Highest Authorized Individual:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Printed Name Date

**APPLICATION CHECKLIST**

\_\_\_\_\_\_\_\_\_ 2023 STEP Grant Application

\_\_\_\_\_\_\_\_\_ Project budget (excel sheet), related attachments

\_\_\_\_\_\_\_\_\_ List of board/council members of applicant& sponsor (if applicable) organization

Please limit additional attachments to 3 pages or less; no letters of support.

**VI. grant application submission**

All applications & related documents must be submitted electronically to the CFMC via email to [director@cfmarshallco.org](mailto:director@cfmarshallco.org). or before **January 27, 2023 at noon.**

***You will receive a confirmation email acknowledging receipt of the application.*** If you do not receive an email acknowledging receipt, you must follow up by calling the office at 641.758.3028 by January 30, 2023 at 4:00 p.m.

Please contact Julie Hitchins, CFMC Executive Director, at [director@cfmarshallco.org](mailto:director@cfmarshallco.org) or 641-758-3028 with questions.

**Grant Awards**

The grant recipient may be asked to provide S.T.E.P. and/or CFMC/METF with photographs and narrative in order to publicize your project via social media, web site, press releases, etc., participate in interviews program at our annual awards ceremony.

The grant recipient will be required to submit a final report to explain the overall success of your project and the benefits it had. It is due on or before December 31, 2023.