



## Quad-City Plus 60 Club Community Outreach Grant Application Guidelines

- Review the Community Outreach Guidelines below. Any non-profit 501(c)(3) organization or local public government unit serving seniors age 55 and older in the Quad Cities area is welcome to apply. The Applicant Organization **MUST** meet the criteria for application set forth in the Guidelines below.
- Grant forms are also available on the home page of the Plus 60 Club website at [www.gcplus60.com](http://www.gcplus60.com) **Plus 60 Community Outreach will accept applications on this form submitted only either by mail or email.**

### Application Guidelines

- Include only documents requested below. Additional documents will not be accepted.
- Each grant must be for a defined program or project beginning within the twelve months of the grant cycle, i.e. January 1.
- Grant awards will be used for the purpose specified in the grant, representing all or any part of the specified project or program.
- Grants will **NOT** be made to:
  - individuals
  - political causes, political candidates or lobbying efforts
  - support endowment funds
  - fund an organization's operating deficits, or ongoing operating expenses
  - personnel expenses, including salaries and/or benefits.
  - expenses for fund raising campaigns

### INSTRUCTIONS FOR COMPLETING COMMUNITY OUTREACH GRANT APPLICATION FORM:

#### DESCRIPTION OF GRANT REQUEST

Provide an overview of the project/program. **(Maximum 2 Pages)**. The narrative will be used to evaluate the application on the basis of need and community impact including how the project will benefit Quad City area residents 55 years or older. Please use the following criteria as an outline to structure your narrative.

1. State the problem addressed by the **local** program or project, the objective and need of the grant request. **(Please do not include state or national statistics.)**
2. How many people will be impacted by the project or program? Total population served. How will it impact residents of the Quad Cities metropolitan area?
3. How does the grant request meet the mission and goals of your organization?
4. How will you evaluate the success of the project or program relative to the goals and objectives of your organization? How will you report this evaluation to Plus 60 Community Outreach?
5. Are you using Plus 60 Community Outreach funds to leverage other funding? If so, how?
6. How do you propose to attribute funding for the program or project to Plus 60 Community Outreach?

## OTHER REQUIRED DOCUMENTS

- **MISSION STATEMENT** – Attach a copy of the organization’s Mission Statement.
- **ORGANIZATION SERVICES** – If you are requesting funds for the **first time** from the Plus 60 Club, please describe the overall services provided by your organization. (Maximum one page.)
- **IRS 501(C)(3) DETERMINATION LETTER** – If you are requesting funds for the **first time** from the Plus 60 Club, a copy of the organization’s IRS 501c3 Determination Letter is required and must be attached unless you are a local public government unit.
- **SECRETARY OF STATE REGISTRATION/CERTIFICATE OF EXISTENCE** – If your organization is registered with either the Illinois or Iowa Secretary of State, please provide a copy of your most recent public filing (typically within the last two years) with the Secretary of State’s office.
- **PROGRAM OR PROJECT BUDGET** – Provide a copy of the organization’s current fiscal year budget for the specific program or project for which you are requesting funds. **Do not submit a budget for your entire organization.**

## GRANT SUBMISSION

Email: Email to [qctimesplus60@gmail.com](mailto:qctimesplus60@gmail.com). Must be sent by Friday, October 29, 2021 with “Community Outreach Application” in the Subject line.

By Mail: Plus 60 Community Outreach, PO Box 455, Bettendorf, IA 52722 (must be postmarked by Friday, October 29, 2021.)

## QUESTIONS

Any questions regarding the grant application should be directed to [www.qctimesplus60@gmail.com](mailto:www.qctimesplus60@gmail.com) Please put “Community Outreach Inquiry ” in the subject line.

Rev. 8/21