



P.O. Box 2285  
Davenport, IA 52809-2285

May 29, 2009

Members of the Quad Cities Shelter & Transitional Housing Council

Please find enclosed the grant application for 2009 funding from In From the Cold of the Quad Cities, Inc. For your convenience the grant application has been added to the IFTC website at [infromthecoldqc.org](http://infromthecoldqc.org), which may be used to complete electronically.

The completed application is due to *In From the Cold of the Quad Cities, Inc.* no later than 4:00 p.m. on **July 15, 2009**. Send applications to P.O. Box 2285, Davenport, Iowa 52809-2285. Applications sent to United Way or post-dated after the July 15<sup>th</sup> date will **not** be considered.

**Please review carefully the funding guidelines and complete the required attachments.** All agencies awarded funds in 2008, are reminded to submit their 2008 status report by July 15, 2009. This may be submitted with the 2009 application. In addition, please note that all funded projects/programs are requested to provide a display, including brochures and photographs at the 2009 Mayor's Hunger Luncheon.

If you have any questions, please feel free to call me at 563-421-1271.

Sincerely,

Tamara Gogulich  
Chairperson  
IN FROM THE COLD OF THE QUAD CITIES, INC.

Enclosures



**In From The Cold  
Grant Application**

**2009**

**Completed applications must be post-dated by  
July 15, 2009 and sent to:**

**In From The Cold  
P.O. Box 2285  
Davenport, Iowa 52809-2285**



## **Our Mission**

In From The Cold of the Quad Cities is an organization of volunteers seeking to address homelessness in the Quad Cities. To this end, we work to strengthen community awareness of the problem and to provide financial support to members of the Quad Cities Shelter and Transitional Housing Council in their efforts to provide services to the homeless in our community.

In 1991 members of our community who were concerned with the growing number of homeless persons and the lack of services in place to meet their needs met to share ideas and form the group called In From The Cold.

The primary focus of this group has always been to raise funds for homeless service providers so that no person will have to live on the street, in an abandoned car or building, or in an unsafe location.

The major fundraising event for our group is the Mayor's Hunger Luncheon, which is held each fall. At the luncheon we serve a simple meal of soup and bread and encourage all Quad Citians to "eat simply so that others may simply eat." Our greatest accomplishment has been in the way we raise funds and keep our costs to a bare minimum, therefore placing all of our dollars back into the community. This is achieved through the efforts of our volunteers as well as donations from a generous community.

We also work as a group to bring attention to the needs of homeless persons through education in our community. We feel it is our responsibility to work towards positive changes regarding those in our community who need a warm and safe place to lay their heads each night.

**In From The Cold**  
**Grant Guidelines/Summer 2009**  
(*READ CAREFULLY - AFFECTS ELEGIBILITY*)

**ENCLOSURES**

- The following attachments will be required along with a narrative regarding your program/project application.
- Applications without these attachments will **not** be considered.
- Place information in the order listed below.
- Forms may be reproduced on computer and adjust spacing to accommodate information. However, all items in the forms provided by In From The Cold **must** be included in your application.
  - Application Cover Page (form provided)
  - Program/Agency Mission Statement
  - List of Board of Directors and their affiliations
  - List of Advisory Council Members and their affiliations (for larger programs or those without a Board of Directors)
  - Proof of Not For Profit Status – 501(c)(3)
  - Agency's most recent audited financial statement
  - Program Budget (form provided)
  - Project Outcomes (form provided)
  - Final Report (form provided)

**FUNDING GUIDELINES**

**Items/Projects NOT Funded by In From The Cold**

**Administrative expenses are not covered with grant funds.**

**Items/Projects Funded by In From The Cold**

Project/Program costs that can be tied directly to serving the homeless population may be considered for funding by In From The Cold. Gap financing may be considered but applicant must be specific in the funding already available to the organization and amount still needed.

**Additional Expectations**

- **ALL funded projects/programs are expected to provide a display**, including brochures and photographs, **at the Mayor's Hunger Luncheon** and any other fundraising event during the year of your award.
- In From the Cold will contact grant awardees to nominate a program participant as a possible speaker for the fall's Mayor's Hunger Luncheon.
- All grant applicants must be voting members of the Quad Cities Shelter and Transitional Housing Council.
- Grant applications **must** be post-dated or delivered to the correct address as posted on the front page. Applications sent to the wrong location or received past the designate will not be considered.

## **Program/Project Narrative**

Your narrative should

- Describe fully the specific program/project for which you are requesting funds, and how funding will assist you in your efforts to serve the homeless population
- Describe how you would use the requested dollars
- Describe how request will affect the homeless community.
- Address how you will communicate your use of funds awarded from In From The Cold.
- Be specific and concise
- Be no longer than three pages,
- Be double-spaced
- Be one-inch margins.

## **Outcomes**

Please complete the form included with your grant application, specifically targeting the program or project for which you are requesting funds (not your overall agency). All questions must be answered and outcome information provided.

## **Status Report**

All groups receiving 2009 funds from In From The Cold will be required to submit a one to two page narrative including

- (1) a report on outcomes outlined in the grant application,
- (2) how funds were spent, and
- (3) copies of receipts for non-personnel costs.

**The 2009 status report must be submitted to the address below by April 10, 2010.** (Summer 2009 grant applications will be due on July 15, 2009. You may enclose the 2008 status report with your 2009 grant application if you choose to apply.)

## **Final Report**

All groups receiving funds from In From The Cold will be required to submit a final report using the form provided. This information will be used to highlight the work of grant recipients at the Annual Mayor's Hunger Luncheon. **The final report must be submitted to the address below by April 10, 2010.**

**In From The Cold  
P.O. Box 2285  
Davenport, Iowa 52809-2285**

**In From The Cold  
Grant Application - 2009  
Cover Page**

Applicant Name: \_\_\_\_\_

Program/Project Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Executive Director/Program Manager: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Type of Proposal:     New service or project  
                               Enhance or expand current service or project

Amount of funding requested from In From The Cold: \$\_\_\_\_\_

Is this your first request for funding from In From The Cold?     Yes     No

Have you ever received funding from In From The Cold?     Yes     No

If yes, please list year and amount received.

Year \_\_\_\_\_ Award \_\_\_\_\_

Year \_\_\_\_\_ Award \_\_\_\_\_

Year \_\_\_\_\_ Award \_\_\_\_\_

Year \_\_\_\_\_ Award \_\_\_\_\_

Affirmation: I hereby affirm that to the best of my knowledge and belief, all data in this application is true and correct and that the funds will be used for the program/project as defined in this application. If awarded, the Agency/Organization will comply with In From The Cold guidelines.

I hereby affirm that my agency/organization is a voting member of the Quad Cities Shelter and Transitional Housing Council.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please Print or Type): \_\_\_\_\_

Title: \_\_\_\_\_

Grant # _____
Award \$ _____
Check # _____
Receipts _____

## In From The Cold Project Budget - 2009

Cost Category	Total Budget for Project	Total Amount Requested From IFTC	Funds Currently Available	Sources of Available Funds	Funds Requested Elsewhere	Sources of Other Requests
<b>Personnel/Salaries</b>						
<b>Personnel/Benefits</b>						
<b>Labor</b>						
<b>Equipment</b> (Itemize, include 2 quotes.)						
<b>Supplies</b> (Itemize.)						
<b>Other Costs</b> (Be specific and itemize.)						
<b>Totals</b>						
<b>% of Total</b>						

Itemize cost categories. (You may use separate sheet if desired.) \_\_\_\_\_

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# In From The Cold Project Outcomes - 2009

State the mission or overall goal of your program/project. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Program/Project Logic Model

Inputs	Activities	Outputs	Outcomes
			<i>Initial Outcome</i>   <i>Intermediate Outcome</i>   <i>Long-Term Outcome</i>

Please give any additional information that would assist us in how you arrived at your outcome statement. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# In From The Cold Final Report 2009

DUE DATE: APRIL 10, 2010

Applicant Name: \_\_\_\_\_

Program/Project Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

State the mission or overall goal of your program/project.

Briefly describe how this project helped you to provide services to homeless persons in our community.

Briefly describe the initial, intermediate, and long-term outcomes of this program/project. (Compare to your expected outcomes outlined in your original grant application. Were the outcomes achieved in line with those projected? Were there any unexpected outcomes? What did you learn?)

Please provide any other information you would like to share about your program/project with the In From The Cold Committee or the community.

## **Program/Project Statistical Data**

Number of persons (unduplicated) served within your program/project from September 1, 2009 through March 31, 2010: \_\_\_\_\_ Number of adults served: \_\_\_\_\_ Number of children served: \_\_\_\_\_

Final Report IFTC 2009