

TO: Iowa Communities Served By Iowa Network Services' Participating Companies

FROM: Iowa Network Services, Inc.

SUBJECT: INS Charity Grant Program

Iowa Network Services, Inc., invites public and private non-profit agencies to submit proposals for consideration in assisting in your charity drives and/or funding of a specific project for your respective communities. Only those communities served by Iowa Network Services' participating companies are eligible to submit proposals.

Please submit a detailed typewritten application to:

Richard M. Vohs
President and CEO
Iowa Network Services, Inc.
4201 Corporate Drive
West Des Moines, IA 50266-5906
(515) 830-0110
Fax (515) 830-0123

TIME TABLE OF APPLICATION

Applications:	Applications may be submitted anytime during the year. The committee will review quarterly the applications received by the end of each quarter. Applicants will be notified of the funding decisions.
Grant Recipients:	All monies will be dispersed in a timely manner of award being made by the Charity Grant Committee.
Grant Awards:	Most awards range in amounts from \$250 to \$1,500.

3) Provide the number of persons presently being served and the anticipated number to be served by this project. Provide data on total population of community or area served.

4) In narrative form, describe any eligibility requirements for participants in your program.

5) List the city and the facility location of the project where services will be provided. How soon could you begin the services funded by this grant?

6) Describe specific project goals, which will be accomplished with the requested grant funds.

- 8) Provide a minimum of two (2) letters of support, preferably from elected officials of the city, county, or state; and one (1) letter from your local telephone company who is a participating company of Iowa Network Services, Inc., and provides service to your community.

9) Assurances:

As a recipient of INS Charity Grant funds, and as a duly authorized representative of this organization, I certify that this organization:

- Will use funds to supplement and extend existing resources and not to substitute or reimburse ongoing programs and services;
- Is not-for-profit;
- Conducts an annual audit;
- Practices non-discrimination; (if an agency has a religious affiliation, it will not refuse service to an applicant based on religion, nor engage in religious proselytizing in any programs receiving INS Charity Grant funds);
- If private, not-for-profit, has a voluntary board;
- Will expend monies only on eligible costs and keep complete documentation (copies of cancelled checks, invoices, receipts, etc.) on all expenditures.

NAME: _____
(Printed Board Chairperson Name)

(Signature of Board Chairperson)

AGENCY: _____

ADDRESS: _____

DATE: _____