



## Community Development Grant Checklist Narrative

### I. Project

- A. The main body of the proposal should be a clear and complete statement of the work to be undertaken and objectives for the period of the project.
- B. Project is consistent with Polk County's mandated services, Board of Supervisors strategic planning initiatives, and should reflect positively upon the goals and mission statements of Polk County government as previously established by the Board of Supervisors.
- C. Proposed project is cost effective, well and ready to proceed once a grant is awarded. Such projects have clearly articulated goals, measurable objectives, a specified timeframe for accomplishment of tasks and show evidence that the organization has the capacity to follow through.
- D. Project activities should propose a new or creative approach to a problem or issue.

### II. Budget

- A. The project should have a budget that provides a detailed, line-by-line breakdown of projected expenses and revenues and attributes the information to a reliable source (price quotes, etc.) The budget request should be realistic for the project and reflect the goals of the project.

### III. Project Impact/Need

- A. The proposed project should address a documented need or problem that has been identified in a publicly defined way.

### IV. Size and Quality of Match

- A. The proposed match is well documented and ready to expend. For example, documentation including pledge sheets indicating volunteer time or a resolution from

an organization reserving a designated amount for the proposed project.

## V. Participation and Collaboration

- A. The project involves broad community participation and should demonstrate activity in selection, planning, and proposed implementation of the project.
- B. Applications should involve commitments from several organizations or diverse ethnic groups both inside and outside the community such as other neighborhood organizations, schools, and businesses.

## VI. Overall Assessment of the Proposal

- A. A copy of a tax return, an audited financial statement, and a federal 990 form will be attached to the application.
- B. Names and business affiliation of the organization's officers and board of directors, length with the organization and frequency of directors meetings the application.
- C. Names of family or business connection the applicant has to the members of the Board of Supervisors, to their immediate family or to any County employees and a description of that relationship. Iowa law prohibits self-dealing by members of the County Board of Supervisors or by county employees. "An officer or employee of a county shall not have an interest, direct or indirect, in a contract with that county". §331.342 Code of Iowa.
- D. A history of the organization shall be submitted including funding history and completed projects.
- E. The overall application will be complete and provide all of the required information in a concise, neat, and organized manner.
- F. An applicant who has received Community Development Grant funding in the previous year will enclose a Grant Reporting Form with this application.

