



Polk County Community Development Grant Process

The Community Development Program Guidelines and Applicant Information will be available to the public on the Polk County website, <https://communitygrants.polkcountyiowa.gov>, from July 1 to August 31. Community Development Grants must be submitted electronically via the Polk County Online Applications Account System.

1. All Community Development Grant applications will be thoroughly reviewed by the Grant Administrator. The application must identify a public purpose and benefit to Polk County residents. The Grant Administrator may request any information that was not included in the application.
2. Any application that is not deemed eligible for a Community Development Grant will be declined.
3. All members of the Board of Supervisors will have the opportunity to review all Community Development Grant requests.
4. A site visit or meeting with the Grant Administrator may be required as a review of the Community Development Grant request. The visit will include discussion on budget details, naming recognition, as well as key components of the project.
5. The Polk County Board of Supervisors will determine the Polk County Development Awards.
6. Following the approval by the Board of Supervisors, the Grant Administrator will send award letters to the grant award recipients.
7. Community Development Grant recipients will also have communication with the Grant Administrator and Media Specialist regarding a recognition plan.
8. The Grant Administrator will prepare an agreement as presented by Polk County, Iowa.
9. After the signed agreement is received and the Polk County Board of Supervisors approve the resolution and agreement, funding will be issued unless otherwise specified in the agreement.
10. All Community Development Grant recipients will be required to submit a final report by the date identified in the agreement. Receipts, invoices, and copies of the payment methods will be required to reconcile the grant report. Polk County will not recognize cash payments, checks made out to individuals or Venmo transactions.
11. Upon request, organizations agree to provide further documentation on expended funds.
12. Monitoring of grants shall be the responsibility of Polk County staff including the Grant Administrator, Budget Officer, and the Polk County Auditor's Office.