



POLK COUNTY COMMUNITY DEVELOPMENT GRANT PROGRAM GUIDELINES

(Please read all guidelines **prior** to starting your application.)

I. Overview and Application Submissions

A. The Polk County Community Development Grant Program supports a limited number of large-scale projects within Polk County, Iowa. Community Development Grants provide funding in the range of \$15,000 to \$100,000.

B. Due to limited funds and the large number of requests, Polk County is unable to act favorably on all applications received. Each application is evaluated on overall community impact, compliance with Polk County guidelines, and availability of funds.

C. Applications are accepted once per calendar year, from the dates of July 1 through August 31.

D. All applications shall be submitted, without exception, via the Polk County Online Application and Reporting System. Any application received after the deadline shall not be accepted.

E. Following submission of the Application, Applicant Organizations may be requested to submit additional documentation to Polk County of relevant policies of the organization (i.e., conflict of interest policy; financial policy; anti-fraud policy).

II. Grant Review Timeline

The Polk County Grant Administrator will review all eligible Community Development Grant applications and provide the Board of Supervisors with pertinent information. The Polk County Board of Supervisors will make recommendations for approval or denial within 180 days of the submission of the application. Awards will be formally approved and announced at a meeting of the Polk County Board of Supervisors.

III. Guidelines for the Review and Approval of Grant Applications

A. The Applicant Organization shall be a nonprofit, tax-exempt organization registered in the State of Iowa and shall also meet the following criteria:

1. Has received a formal tax-exempt status from the Internal Revenue Service (IRS). Exceptions will be made on a case-by-case basis for organizations awaiting IRS tax-exempt status; and
 - a. Is a nonprofit organization created primarily for the promotion of social welfare, as determined by Polk County, at its sole discretion; or
 - b. Is a unit of political subdivisions, a public school district, or a church/religious organization requesting funds **not** related to a building or repairing a place of worship or financially supporting a minister or a ministry.

- B. Polk County will accept Community Development applications for funding in the range of \$15,000 to \$100,000.
- C. Polk County requires Applicant Organizations to secure at least fifty-percent (50%) of the funding for the total project from other sources before Polk County Community Development Grant funding shall be issued.
 - 1. The Applicant Organization shall have the fifty-percent (50%) of funding secured within sixty (60) days of the submission of the application to Polk County, or the application may be denied.
 - 2. The Applicant Organization shall identify all funding sources for the program or project and shall attach verification of the other funding sources to the application.
- D. Applicant Organizations shall not submit grant applications to both Polk County Community Betterment and Polk County Community Development programs for the same project.
- E. Applicant Organizations shall not request a Community Development Grant if they have previously received a Polk County Community Development Grant for the same project.
- F. An Applicant Organization will not be eligible to receive a Community Development Grant award for two (2) years following the date of the final allocation of funds for the last Community Development Grant award received by the same Applicant Organization.
- G. Future applications for grants by an Applicant Organization will only be considered for an award after all reporting requirements for any previous grants to the Applicant Organization are completed.
- H. Applications will only be considered for organizations, projects, programs, events, or services located within Polk County, Iowa.
- I. Polk County seeks to award funds to organizations, projects, programs, events, or services that can provide measurable and meaningful results.
- J. Polk County also seeks to award funds to organizations, projects, programs, events, or services that can demonstrate financial stability and accountability.
- K. All applicants must describe how their project serves a "Public Purpose". A "Public Purpose" is defined as: An action by or at the direction of a government entity for promotion of the public health, safety, morals, general welfare, security, prosperity and contentment of all the inhabitants or residents within a given political division. Economic development is one type of public purpose for which a government entity may provide grants, guarantees, tax incentives, or other financial assistance.
- L. Applicant Organizations shall identify a community need and public purpose for the proposed project or program.
- M. The project or program shall enhance the Polk County community and improve the

quality of life for the residents of Polk County.

IV. Funding Priorities

Polk County awards Community Development Grants in the following categories:

- A. Arts and Culture projects or programs:
 - That promote Iowa's historic, ethnic, and cultural heritages.
 - That provide festivals, music, drama, cultural programs, tourist attraction opportunities, and/or educational experiences.
 - That provide access to the arts for new and/or underserved audiences.
- B. Economic Development projects or programs:
 - That provide a significant impact on a community and its residents.
 - That emphasize environmental, beautification, or restoration efforts.
 - That promote park(s), trail(s), and their associated programs.
- C. Education projects or programs:
 - That provide enhancements and necessities for students.
 - That either reach a broad range of students or that target a specific demographic of students in need of assistance.
 - That provide technology and or other enhancements in the classrooms and buildings for the use of students.
- D. Health and Human Services projects or programs:
 - That provide health education or direct health services to residents of Polk County.
 - Fire, Police, Behavioral Health, or Emergency Management services and programs.
 - That provide services for low-income, at-risk, or underserved residents of Polk County.
- E. Recreational services and programs (i.e., YMCA).
- F. Charitable services and programs (i.e.,).
- G. Conservation services and programs (i.e., wetland restoration).

V. Limitations

- A. Polk County will only award funds to an object or organization that is under religious control when the grant funds are to be utilized for a project or program that benefits the public and does not require any religious or sectarian services, educational programs, or participation requirements.
- B. Polk County will not accept Community Development Grant applications **for**:
 - Debt-reduction.
 - Education scholarships.
 - Expenses related to grant writers or application preparers.
 - General ongoing operating expenses.
 - Fellowships.

- Personnel expenses, including: salaries, bonuses, and/or employee benefits.
- Multi-year funding requests.
- Building or repairing a place of worship or financially supporting a minister or ministry.

C. Polk County will not accept Community Development Grant applications **from**:

- Political parties, campaigns, candidates, or partisan organizations.
- Any organization that has a previous overdue Polk County Community Development requirement.
- Individuals, for any purpose.
- Organizations, projects, or programs outside of Polk County.
- Organizations that would redistribute the Polk County Community Development Grant funds to other groups (with the exception of an organization operating as a fiscal agent).
- The Board of Supervisors will have the discretion to make exceptions to any of the above limitations based on extenuating circumstances and upon approval of the majority of the Board.