



Community Development Grant Process

1. The Community Development Program Guidelines and Applicant Information will be available to the public on the Polk County website apps.polkcountyiowa.gov/CommunityGrants, from January 1 to January 31 and July 1 to July 31. Community Development Grants must be submitted electronically via the Polk County Online Applications Account System.
2. All Community Development Grant applications will be thoroughly reviewed by the Grant Administrator. The Grant Administrator will be responsible for collecting any information that was not included in the application.
3. Any application that is not deemed eligible for a Community Development Grant will be declined.
4. All members of the Board of Supervisors will have the opportunity to review all Community Development Grant requests.
5. Organizations that meet the criteria may be invited to present their project to the Polk County Board of Supervisors. The presentations will include budget details, naming recognition, as well as, key components of the project.
6. The Polk County Board of Supervisors will determine the Polk County Development Grant Awards.
7. The Polk County Board of Supervisors will review and vote by resolution if a grant award is recommended.
8. Following the approval by the Board of Supervisors, the Grant Administrator will send award letters to the grant award recipients.
9. Community Development Grant recipients may be required to meet with the Grant Administrator to review their project.
10. Community Development Grant recipients will also have communication with the Community Relations Director regarding a recognition plan.
11. The Grant Administrator will prepare an agreement as presented by Polk County, Iowa.
12. 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.
13. All Community Development Grant recipients will be required to submit a final report by the date identified in the agreement. Receipts and invoices will be required to reconcile the report.
14. Upon request, organizations agree to provide further documentation on expended funds.

15. Monitoring of grants shall be the responsibility of the Polk County staff including the Grant Administrator, Budget Officer, and the Polk County Auditor's Office.

