



## POLK COUNTY COMMUNITY DEVELOPMENT GRANT PROGRAM GUIDELINES

### PACKET CONTENTS IN ORDER OF APPEARANCE

(Please read all packet contents prior to starting your application.)

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#### I. POLK COUNTY COMMUNITY DEVELOPMENT GRANT PROGRAM OVERVIEW AND APPLICATION DEADLINE

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. Due to 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. **Applications are accepted once per year, applications will be accepted July 1<sup>st</sup> through August 31<sup>st</sup>.** All applications must be submitted via the Polk County Online Application and Reporting System. No exceptions will be made. Any application received after the deadline will not be accepted.

#### II. GRANT REVIEW TIMELINE

The Polk County Grant Administrator will review all eligible Community Development Grant applications. The Polk County Board of Supervisors will make a recommendation within 90 days of the close of the application period. Awards will formally be approved within 180 days of the close of the application period.

#### III. GUIDELINES FOR THE REVIEW AND APPROVAL OF GRANT APPLICATIONS

Applicant must be a nonprofit, tax-exempt organization registered in the State of Iowa and meet the following:

- A. Have received a formal tax-exempt status from the Internal Revenue Service. Exceptions will be made on a case-by-case basis for organizations awaiting IRS tax-exempt status.
- B. Is a nonprofit organization created primarily for the promotion of social welfare as determined by Polk County at its sole discretion.
- C. Polk County will accept Community Development applications in the range of \$15,000 to \$100,000.
- D. Polk County will require the applicant/non-profit organization to secure fifty-percent of the total project before Polk County Community Development grant funding will be issued. The non-profit will identify the funding sources and attach the information to their application.
- E. Applicants may not submit grant applications to both Community Betterment and Community Development programs for the same project.
- F. Applicants may not request a Community Development Grant if they have previously received a Polk County Community Development Grant for the same project.
- G. Organizations will not be eligible for a Community Development Grant award for two years from the cycle they applied and received an award.
- H. Future grant requests will only be considered after all reporting requirements for previous grants are completed.
- I. Applications will only be considered for organizations, projects, programs, or services located within Polk County, Iowa.
- J. Polk County looks favorably upon organizations, projects, programs, or services that can provide measurable and meaningful results and demonstrate financial stability and accountability.
- K. Demonstrate a need for financial assistance.
- L. Identify a public purpose and community need.
- M. 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
  - i. That promote Iowa's historic, ethnic, and cultural heritages
  - ii. That provide festivals, music, drama, cultural programs, tourist attraction opportunities and or educational experiences
  - iii. That provide access to the arts for new and/or underserved audiences
- B. Economic Development
  - i. That provide a significant impact on a community and its residents
  - ii. That emphasize environmental, beautification or restoration efforts
  - iii. That promote park(s), trail(s), and programs
- C. Education
  - i. That provide enhancements and necessitates for students
  - ii. That reach a broad range of students or specific demographic in need
  - iii. That provide technology and or other enhancements in the classrooms and buildings
- D. Health and Human Services
  - i. Patient education or direct services

- ii. Fire, Police, Mental Health or Emergency Management Services
  - iii. Provide services for low-income, at-risk, or underserved clients
- E. Recreational (ie. YMCA)
- F. Charitable (ie. Principal Charity Classic)
- G. Conservation (ie. restore wetlands)

## V. LIMITATIONS

Polk County will **not** accept Community Development Grant applications:

- A. For debt-reduction
- B. For education scholarships
- C. For expenses related to grant writers or application preparers
- D. For general ongoing operating expenses
- E. For fellowships
- F. For personnel expenses including salaries, bonuses, and/or employee benefits
- G. For political parties, campaigns, candidates, or partisan organizations
- H. From any organization that has an overdue Polk County Community Development requirement
- I. From individuals, for any purpose
- J. From organizations, projects, or programs outside of Polk County
- K. From organizations that would redistribute the Polk County Community Development Grant funds to other groups (with the exception of a fiscal agent)
- L. For multi-year funding requests
- M. 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