

# RDA Community Grant Fall 2018

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## *Regional Development Authority*

### *Introduction*

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Thank you for the great work you do for our community! The [scoring guideline chart](#) used by RDA Board members to rate proposals is available to you with the above link and on our website's main page. As a point of clarification, applications that include more than one project type are difficult to score (e.g., fund-raising support and program costs in the same application). We recommend that you apply for the project or need that is most important at the time.

You may save an incomplete application and come back to it later by clicking the save button at the very bottom of the application. Applications must be fully completed to allow submission - some items are required.

### *Proposal Description*

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#### **Proposal Title\***

Title used to identify your proposal

*Character Limit: 100*

#### **Opportunity or Challenge Description\***

Summarize the opportunity or challenge your proposal addresses.

*Character Limit: 1000*

#### **Proposal Type\***

Please choose the best ONE category only. We know that many proposals can fit into more than one category. Select what you believe is the best fit. Categories examples are listed below.

#### **Choices**

Economic Development

Arts, Culture, and Heritage

Human Services

Education

- **Economic Development:** proposals strengthen our region's business climate, build capacity for business start-ups/expansion, support environment for innovation and entrepreneurship, support workforce development, human capital, and leadership initiatives, address generational transfer of businesses/assets, and develop tourism, our riverfront, and neighborhoods

- **Arts, Culture, and Heritage:** proposals enrich our region’s artistic, creative, and cultural amenities, advance inclusiveness of diverse ideas/populations, create a sense of place that attracts people to our region, presents a welcoming environment, and highlights our regional history
- **Human Services:** proposals address human need among vulnerable populations, engage people in solving community problems, and strengthen organizations in region’s safety net
- **Education:** proposals expand access to educational opportunities, increase educational attainment, foster parent engagement, and create high quality educational capabilities

## Proposal Type Description

Briefly describe how your proposal fits in this category and how it may intersect with the other categories.

*Character Limit: 250*

## Support Type

**What will grant funds be used to do?**

Examples:

- **Events** draw people to the region, create interesting things to do, celebrate regional history, develop our human potential, draw attention to important issues, and raise funds for charitable causes
- **Venues** to engage people, create tradition, innovation, and excitement for our region
- **Projects** invest in opportunities of inclusion and dignity for diverse and marginalized populations
- **Construction/renovations** that develop/improve/maintain spaces for people to create, celebrate, serve, build community
- **Capital campaign** funding
- **Technology** to connect people, entertain, improve efficiencies, and build skills
- Develop **human capital** through leadership, education, skill-building, creative pursuits
- Create **strategic direction** and/or organizational efficiencies for nonprofit organizations

*Character Limit: 1000*

## Goals\*

Describe primary goals for the proposal and plans for how the goals will be measured and reported.

*Character Limit: 1000*

## Budget Section

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### Amount Requested\*

*Character Limit: 20*

### Total Budget for Proposal\*

Enter the total budget for a specific project or for ongoing program.

*Character Limit: 20*

### Proposal Budget\*

There is no standard budget format for this grant cycle. Scoring for the budget section is based on how clearly it demonstrates how the dollars will be used - including how any matched dollars fit into the plan. Please upload a 1-2 page document itemizing how the dollars will be spent for this proposal. Include sources and amounts for leverage if appropriate. You don't need to provide a full organizational budget unless requested.

*File Size Limit: 5 MB*

## Proposal Scope

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The scope of a proposal relates to different types of impact, including: 1) reaching large numbers of people; 2) leveraging dollars; 3) engaging partners; 4) engaging volunteers; or 5) creating economic activity. For each scope area, describe the type of impact as stated in the question. We know that not every proposal will be strong on every scope area. Final decisions for grant awards are based on a combination of multiple factors, not just these "scope" questions.

### Reach

How many people will be served, participate, or benefit in some way from this proposal?

*Character Limit: 1000*

### Leverage

Leverage can be cash or in-kind resources, beyond RDA funds, that are committed to supporting your proposal. It demonstrates that others understand and support your proposal. You may include funding sources that you have applied to but may not have heard back from yet. **Please list the sources of your leverage, including the amount from each major source, in this space.** It's important that you demonstrate support from other sources and report what how much you are leveraging RDA funds. See below for a chart of how to calculate the percentage of leverage.

*Character Limit: 1000*

**Example 1:** If you ask for a grant of \$2000 and the total cost of the whole project or program is \$4,000, you have a 100% match. You are matching the RDA grant of \$2,000 with another \$2,000 from somewhere else.

**Example 2:** If you ask for a grant of \$2000 and the total cost of the whole project or program is \$3,000, you have a 50% match. You are matching the RDA grant of \$2,000 with another \$1,000 from somewhere else.

**Example 3:** If you ask for a grant of \$2000 and the total cost of the whole project or program is \$6,000, you have a 200% match. You are matching the RDA grant of \$2,000 with another \$4,000 from somewhere else.

## Collaboration

How will your proposal use partnering and/or collaboration to reach its goals? Not all proposals will use collaboration to have an impact. If collaboration is not needed, please explain. If your proposal does involve collaboration, please describe.

*Character Limit: 1000*

## Volunteer Engagement

How are volunteers engaged in this proposal? Not all proposals need to incorporate volunteerism. If volunteerism not needed for this proposal, please give brief explanation. If volunteerism utilized, please describe how and give details on number used.

*Character Limit: 1000*

## Economic Impact

Please estimate the economic impact your proposal is expected to create. Economic impact can take many forms including drawing people to our communities as patrons to local businesses, providing jobs, or increasing income for residents. Not all proposals will have specific economic impact. If you have a creative approach to estimating economic impact, include that here. The economic impact scope area is just one part of the whole application and will not determine, by itself, whether your proposal will be funded.

*Character Limit: 1000*

## Proposal Impact

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This section asks you about inclusiveness, sustainability, and how Scott County residents benefit. It also provides an opportunity for you to address any other issues that will help the RDA Board members to understand your proposal.

## Proposal Inclusiveness

How does your proposal promote or increase inclusiveness in our community? Inclusiveness refers to efforts to engage minority populations or disadvantaged people in order to create a more inclusive community.

If your core mission is about inclusiveness, take it a step further and describe how your organization is becoming more inclusive through your own staff make-up or other inclusiveness policies.

*Character Limit: 1000*

## Sustainability

How does this proposal address sustainability? Examples might include describing: 1) stability of funding support; 2) ideas for expanding revenue streams; and 3) developing new partnerships to align resources. If the proposal does not focus on sustainability, explain the need for this one-time funding.

*Character Limit: 1000*

## Scott County Benefit

RDA funds must create a significant benefit for Scott County residents. Organizations located outside Scott County, Iowa can receive RDA funds based on demonstration of how Scott County residents benefit. Please include as part of your description (as accurately as possible), what percentage of people who will benefit from this proposal are from Scott County.

*Character Limit: 500*

## Big Picture

This last question is an opportunity communicate other details to help Board members better understand the value of your proposal.

You might respond in these or other similar ways:

- "As a result of this grant, the community will... "
- "This grant will allow our organization to... "
- "Without this grant... "

*Character Limit: 2000*

## Documents to Attach to Application

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### Board Membership List\*

You may either list (in the space below) or upload a list of the organization's governing board, including each Board member's city and state of residence. Please also indicate officers.

*Character Limit: 1200 | File Size Limit: 2 MB*

### **Balance Sheet and Income Statement\***

All 501(c)(3) non-profit organizations are required to upload a Balance Sheet AND Income Statement for their most recent full fiscal year.

Scan the required Balance Sheet AND Income Statement into one file and upload below.

If the organization is new and has not been in existence for a full twelve month period, upload the most recent Balance Sheet AND Income Statement.

*File Size Limit: 5 MB*

### **Supporting Documents (OPTIONAL)**

You may attach support letters or other documents that provide additional information about your proposal (note there is a maximum file size).

Do not attach your Certificate of Existence or Letter of Determination as a nonprofit here. We are able to check that automatically in our new online system.

*File Size Limit: 5 MB*

## *Signature*

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**Please Note:** By entering data into the next three (3) fields calling for insertion of your Name, Title, and Date, you are:

- representing that you are an officer or other agent for the applicant Grantee duly authorized to enter into legally binding agreements on behalf of the Grantee
- agreeing to submit this grant application in an electronic form on behalf of the Grantee which shall be bound by its contents as an electronic transaction
- agreeing that your insertion of data into these following fields constitutes an electronic signature

Further, you affirm that:

- to the best of you knowledge and belief, this organization is in compliance with all IRS and State of Iowa requirements for nonprofit corporations and that all relevant forms and fillings are current
- all data in this application are correct
- the grant funds will be used as described in the proposal budget or be returned, unless you receive written permission for alternate use

**Authorized Signature\***

*Character Limit: 100*

**Title\***

*Character Limit: 100*

**Date\***

*Character Limit: 10*

*Internal*

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**Grant Cycle Number**

*Character Limit: 2*

**Year Code**

*Character Limit: 2*

**Grant Number**

*Character Limit: 3*

**Grant Category**

*Character Limit: 2*

**Complete Grant Code**

*Character Limit: 10*

**Grant Category Code**

**Choices**

- Event
- Funding
- Innovate
- Program
- Relief
- RenoEquip
- Capital