

GRANT APPLICATION INSTRUCTIONS

- Review the RDA Grant Guidelines document. The Applicant Organization **MUST** meet the criteria for application set forth in the Guidelines.
- All questions must be answered on this form. If not applicable, insert “N/A” in the space. Electronic forms are available on the RDA website www.regionaldevelopmentauthority.org **The RDA will accept applications on this form only.**
- Include only requested documents. Additional documents will not be accepted. Do not place applications in folders or any type of cover. Applications should be stapled.
- All attachments must be submitted at the time of the application and should include the budget.
- Authorizations or certifications: If an applicant is applying for funds for any program/project which involves property that is not owned/operated by the applicant, authorization from the owner/operator of the facility (such as the school administration or the city), must accompany the application. This would include city properties or properties or facilities owned/operated by other agencies. It would also include any documentation certifying an agency to perform any activity granted by another agency or unit of government.

INSTRUCTIONS FOR FORMS 1 & 2:

Form 1. **Form 1 must be complete and the top page of the application.** This page provides a quick summary for our evaluation. No other sheets should be attached on top. Question 7 should provide a one line summary of the Project/Program request, not a title for the project.

Form 2. Complete Form 2 for the Project/Program for which you are applying. The budget should reflect the project or program for which funds are requested in this application and should not be confused with the total budget for your organization, which is required as an attachment. State the amount and source of any funds you have on hand or have requested for the specific program or project.

Personnel/Operating Expenses – Operating deficits or recurring operational and personnel expenses are not normally funded. Consideration will be given to specific new personnel or operating expense initiatives including outside consultants and feasibility studies.

Capital Expenses – includes new construction, remodeling and building improvement expenses.

Equipment – includes equipment, machinery, tools, vehicles and appliances.

Community Events or Programs – Events/Programs intended for community/economic betterment, educational enhancement, arts/cultural support or human/social services assistance.

Matching Funds/Challenge Grants – Leverage of fund raising initiatives.

Itemize expenses allocated to the project or program as listed on the form. Attached a detailed sheet for expenses, if necessary. Provide support for the manner in which expenses are determined.

DESCRIPTION OF GRANT REQUEST

Provide an overview of the project/program (**MAXIMUM 2 PAGES**). The narrative will be used to evaluate the application on the basis of need and community impact including the degree to which the project will benefit Iowa residents. Please use the following criteria as an outline to structure your narrative.

1. State the problem addressed by the program or project, the objective and need of the grant request, and what makes the request unique.
2. How many people will be impacted by the project or program? Total population served. How will it impact residents of Scott County, IA?
3. How does the grant request meet the Mission and goals of the organization?
4. How will you evaluate the success of the project or program relative to the goals and objectives of the organization? How will you report this evaluation to the RDA?
5. In addition to this grant request, how do you propose to fund the remainder of the program or project? What is the status of other funding requests? How are you using RDA funds to leverage other funding?
6. How do you propose to attribute funding for the program or project to the RDA?

OTHER REQUIRED DOCUMENTS

- **MISSION STATEMENT** – Attach a copy of the organizations Mission Statement and a one page (maximum) description of the services provided by the organization.
- **BOARD OF DIRECTORS** – Attach a listing of the organization’s Board of Directors, or governing board including city and state of principal residence. Indicate Officers of the organization.
- **IRS 501(C)(3) DETERMINATION LETTER** – (required for Non-Profit organizations only)
- **CERTIFICATE OF EXISTENCE** – Must be less than 2 years old. (required for Non-Profit organizations only)
- **FINANCIAL STATEMENTS & BUDGET** – Provide income statement and balance sheet for the most recent fiscal year AND the current year-to-date period. Provide a copy of the organization’s current fiscal year budget.

GRANT SUBMISSION

In Person: Regional Development Authority, 101 W. Second St., Suite 306, Davenport, IA 52801
One copy of the grant application must be delivered by 5:00pm on Friday, March 31, 2017 (If RDA office is not staffed, please submit through mail slot in adjacent office door as indicated.)

By Mail: Regional Development Authority, 101 W. Second St., Suite 306, Davenport, IA 52801
(Grant applications must be delivered to the RDA by the USPS by March 31, 2017.)

QUESTIONS

Any questions regarding the grant application should be directed to 563.323.5177 or rda9@qwestoffice.net

Please remove this instruction sheet before submitting your application. No cover letter is necessary. If you choose to send any additional correspondence, do not attach it to this form.