

We All Win

PRAIRIE
MEADOWS
2009
LEGACY
GRANT
GUIDELINES
AND
APPLICATION



PRAIRIE MEADOWS 2009 LEGACY GRANT GUIDELINES

MISSION

Prairie Meadows has been a vital part of the central Iowa community since it began operations in 1989. Throughout the years, its mission has remained the same: to promote economic development, agriculture, jobs, tourism and entertainment, to provide financial contributions to programs and organizations that improve the quality of life for all Iowans and, in general, to promote social welfare.

OVERVIEW

Prairie Meadows supports a limited number of large-scale, signature projects in the central Iowa area with its Legacy Grant Program. The Legacy Grant Program is designed to provide funding in the range of \$100,000 to \$1 million for larger scale projects.

Prairie Meadows looks favorably upon applications from organizations that:

- Administer effective programs or projects.
- Provide measurable and meaningful results.
- Demonstrate financial stability and accountability.

FUNDING PRIORITIES

Funds are awarded for community betterment in the following categories:

- Arts & Culture
- Human Services
- Economic Development
- Education

Because funds are limited, Prairie Meadows is unable to act favorably on all requests received. Each request is carefully evaluated on overall community impact and compliance with Prairie Meadows guidelines and available funds.

Prairie Meadows prefers the following types of proposals for consideration of Legacy Grant funding:

- New infrastructure or additions to existing infrastructure that will allow the recipient organization to expand or introduce new services to central Iowans, including program expansion.
- Proposals between \$100,000 and \$1 million, with a special preference for one-time allocations.
- Projects with multiple funding sources, most of which are already identified and secured.
- Projects that will have an impact on a measurable number of central Iowans.
- Projects that clearly describe how Prairie Meadows will be specifically recognized for its contribution, as detailed in the marketing plan submitted by applicant with its proposal.

We All Win

ELIGIBILITY

Applicants must be non-profit, tax-exempt organizations that have received a 501(c)(3) or 501(c)(4) designation from the Internal Revenue Service or must be units of political subdivisions or other non-profit organizations organized exclusively for the promotion of social welfare as determined by Prairie Meadows at its sole discretion.

Organizations applying for Prairie Meadows Legacy Grants must provide programs and services to central Iowa areas.

Organizations applying for a Legacy Grant should generally have an annual budget exceeding \$10 million.

PERFORMANCE MEASUREMENT

Grant recipients will be expected to communicate with Prairie Meadows regarding the use of their grant. This will include a signed Grant Agreement between the organization and Prairie Meadows that outlines requirements and expectations for superior performance.

Recipient organizations will be asked to describe in detail how Prairie Meadows will be recognized for its contribution.

In addition, recipients will be required to complete a grant evaluation detailing the use of Prairie Meadows funds, reporting on project progress and documenting outcomes/results for every year of the payment period. At the conclusion of the finished project, a complete evaluation must be submitted to Prairie Meadows.

GRANT REVIEW TIMELINE

All application materials should be sent to:

Prairie Meadows
Community Relations Department
1 Prairie Meadows Drive
Altoona, IA 50009

Grant applications must be submitted to the Community Relations Department by October 1, 2009.

Prairie Meadows may provide funding to organizations or agencies that fall outside the stated guidelines or funding dates as the result of unforeseen events such as natural disasters, changes in the Iowa gaming tax rate, regulatory changes imposed by the Iowa Racing and Gaming Commission or other state or federal agencies, or other unanticipated events.

The Grant Committee of the Prairie Meadows Board of Directors will make funding recommendations to the Prairie Meadows Board of Directors based on available funding. The Prairie Meadows Board of Directors will make the ultimate decision as to all Legacy Grant applications at its December 2009 meeting, unless cause exists to vote on an application at some other time.

Grant funding may be awarded incrementally over multiple years.

PRAIRIE MEADOWS 2009 LEGACY GRANT APPLICATION (CONT.)

APPLICATION CHECKLIST

(all items must be included for consideration)



LETTER OF APPLICATION

- Describe proposed project, outlining the community needs it will meet
- Project budget
- Amount of funding requested from Prairie Meadows
- Total funding needed to complete proposed project
- Amount and funders currently secured
- Potential funders
- Project timeline
- How your organization will measure and evaluate the project's results
- What your organization's plans are to sustain this project
- A marketing plan describing how Prairie Meadows' contribution will be specifically recognized
- Indicate if your organization has been cited for unlawful conduct; if so, please list the cause, date and reason
- Letter of Application should be signed by the Executive Director and/or the Board Chair

ORGANIZATIONAL OVERVIEW

- Mission of your organization
- Area of expertise of your organization
- Organizational achievements and recognition in the past three years
- Outline any other requests your organization will be making to Prairie Meadows in 2009 (including grant applications for other programs, special event sponsorships, dinner/fundraiser tickets, etc.)
- Major goals of your organization for the next 3 to 5 years

CURRENT STATEMENT OF FINANCIAL POSITION

- Include a list of the five highest paid officers and employees, their titles and annual compensation
- Submit a copy of any financial statement given by the organization to any lender or other party since January 1, 2009

Please submit 5 copies of all documents listed above. Copies should be collated and stapled.

SUPPLEMENTAL PACKET

Please submit two copies of each of the following. These items should be separate from the Application Packet.

- Complete list of organization's board of directors. Please also include compensation, if any, and note the organization's board of directors, committee members, and/or employees who are associated in any capacity with Prairie Meadows.
- IRS Exemption Letter – 501(c)(3) or 501(c)(4)
- W-9 Form – completed and signed
- Annual Report
- Most recent audited financial statement

Grant applications submitted via fax or e-mail will not be accepted.

NOTE: Prairie Meadows reserves the right to revoke a grant if any of the application information is incorrect.