Prairie Meadows Legacy Grant Program Guidelines and Applicant Information
Application Deadline: Friday, February 24, 2023

PACKET CONTENTS IN ORDER OF APPEARANCE
(Please read all packet contents prior to starting your application.)

I. LEGACY GRANT PROGRAM OVERVIEW AND APPLICATION DEADLINE
II. ELIGIBILITY REQUIREMENTS
III. GRANT REVIEW TIMELINE
IV. FUNDING PRIORITIES
V. LIMITATIONS
VI. HOW TO APPLY FOR A PRAIRIE MEADOWS LEGACY GRANT
VII. OVERALL PROJECT DETAIL & BUDGET INFORMATION REQUIRED FOR LEGACY GRANT APPLICATION
VIII. PRAIRIE MEADOWS LEGACY GRANT PROJECT BUDGET WORKSHEET

I. LEGACY GRANT PROGRAM OVERVIEW AND APPLICATION DEADLINE

Through the Legacy Grant Program, Prairie Meadows supports a limited number of large-scale, signature projects in the state of Iowa. The Legacy Grant Program is designed to provide funding in the range of $100,000 to $1 million. Because funds are limited, Prairie Meadows is unable to act favorably on all applications received. Each application is carefully evaluated on overall community impact, compliance with Prairie Meadows guidelines and availability of funds. *The deadline to submit a Prairie Meadows Legacy Grant Application is Friday, February 24, 2023 at 5:00 p.m. All applications must be submitted via the Prairie Meadows Online Application and Reporting System. No exceptions will be made. Any application received after 5:00 p.m. on Friday, February 24, 2023, will not be accepted.

II. ELIGIBILITY REQUIREMENTS

Applicants must be non-profit, tax-exempt organizations located in the state of Iowa and meet one of the following criteria:

A. Have received a formal tax-exempt status from the Internal Revenue Service. (Organizations awaiting IRS tax exempt status are not eligible to apply for funding from Prairie Meadows.), or
B. Are units of political subdivisions, are public school districts, or church/religious organizations, or
C. Are non-profit organizations organized exclusively for the promotion of social welfare as determined by Prairie Meadows at its sole discretion.

Applicants may submit only one Legacy Grant Application per year.

Applicants may not submit grant applications to both the Prairie Meadows Legacy Grant and Community Betterment Grant Programs for the same project.

An Applicant may not request a Legacy Grant if it has received a Legacy Grant for the same project within four years of the date of application. However, the recipient of a Legacy Grant for one project shall not preclude an Applicant from receiving another Legacy Grant for a separate and distinct project, as determined by the Board of Directors of Prairie Meadows, in its sole discretion.

Applications in the range of $100,000 to $1 million.

Applications for funding must be for projects or programs located within the state of Iowa.

Applicants must have secured at least 50% of their project budget and may not request more than 25% of their project budget from Prairie Meadows.

III.   GRANT REVIEW TIMELINE

The Prairie Meadows Board of Directors will review all eligible Legacy Grant Applications and will make a determination of Legacy Grant awards at the end of June 2023 All applicants will be notified of funding decisions the first week of July 2023.

IV.   FUNDING PRIORITIES

A.   Prairie Meadows awards Legacy Grants in the following categories:
   i.   Arts and Culture
   ii.   Economic Development
   iii.   Education
   iv.   Health and Human Services

B.   Prairie Meadows looks favorably upon organizations, or projects, that:
   i.   Administer effective projects
   ii.   Provide measureable and meaningful results
   iii.   Demonstrate financial stability and accountability
   iv.   Have multiple funding sources, most of which are already identified and secured
   v.   Have an impact on a measureable number of Iowans
   vi.   Provide recognition opportunities for Prairie Meadows

V.   LIMITATIONS

A.   Prairie Meadows will **not** accept Legacy Grant Applications for:
   i.   Debt-reduction or retirement campaigns
   ii.   Educational scholarships
   iii.   Expenses for fundraising/campaign consultants or contracted services
   iv.   Expenses for grant writers or grant application preparers
   v.   Feasibility studies, operating, or strategic plans
   vi.   Fellowships
   vii.   General ongoing operational expenses
   viii.   Memorials for an individual
   ix.   Personnel expenses including salaries, bonuses and/or employee benefits
   x.   Political parties, campaigns, candidates, or partisan organizations
   xi.   From any organization that has an overdue Prairie Meadows requirement
   xii.   From individuals, for any purpose
   xiii.   From organizations, projects, or programs outside Iowa
   xiv.   From organizations that would redistribute the Prairie Meadows Legacy Grant funds to other groups (with the exception of a fiscal agent)

VI.   HOW TO APPLY FOR A PRAIRIE MEADOWS LEGACY GRANT

A. **Thoroughly review the Legacy Grant Program Guidelines and Applicant Information packet in its entirety before you begin your application.**

B. Determine if your organization and proposed project are eligible to apply for a Prairie Meadows Legacy Grant. If you have questions, contact Prairie Meadows at (515) 967-1241, or legacygrants@prairiemeadows.com.

C. If your organization and project are eligible to apply for a Prairie Meadows Legacy Grant, go to http://www.prairiemeadows.com/community/legacy-grants and select "Click here to start an application."

D. Create a username and password, or log into your Prairie Meadows Online Application and Reporting System account.

E. Enter your organization's IRS Tax Identification Number.

F. Complete the Legacy Grant Application Eligibility Quiz.

G. If you do not pass the eligibility quiz, your organization, or the project for which you seek funding, does not meet Prairie Meadows Legacy Grant guidelines. If you need assistance, contact Prairie Meadows at (515) 967-1241 or legacygrants@prairiemeadows.com.

H. Once you successfully complete the eligibility quiz, you will automatically be directed to the Prairie Meadows Legacy Grant Application.

I. Review the entire application before you begin.

J. You can start your application, save your work and come back to it at any time. Use the "Save and Finish Later" option at the bottom of each page to do so. To go back to your saved application, go to http://www.prairiemeadows.com/community/legacy-grants and select "Click here to continue an application."

- If you select "Apply for a Prairie Meadows Legacy Grant", you will be prompted to begin another Legacy Grant Application.

K. When you have completed your Legacy Grant Application and are ready to submit it to Prairie Meadows, select "Review and Submit." When you have successfully submitted your Legacy Grant Application you will receive a confirmation email.

Legacy Grant Applications must be submitted by 5:00 p.m. on Friday, February 24, 2023. Completing the Prairie Meadows Legacy Grant Application online is the only way to submit an application to be considered for funding. If you need assistance, please contact Prairie Meadows at (515) 967-1241, or legacygrants@prairiemeadows.com.

VII. Overall Project Detail & Budget Information Required for Legacy Grant Application

When you start your application online, you will be asked to provide the following information. Again, please read the entire contents of this packet before you start your application.

A. Project Description & Detail
   i. What is the mission of your organization? What is your organization's area of expertise?
   ii. Describe the proposed project in detail, outlining the community needs it will meet. Include the goals of the project, who will benefit, and why.
   iii. What is the timeline of the project? Include the implementation date and duration.
   iv. How will your organization measure and evaluate the project's results? What are the benchmarks for this project?
   v. What are your organization's plans to sustain the project?
   vi. How would your organization recognize a Legacy Grant Award from Prairie Meadows if your application is approved? Include recognition and naming opportunities for all levels of funding for your project.
   vii. Include any photos or renderings of the project.

B. Legacy Grant Project Budget
   i. Complete the Prairie Meadows Legacy Grant Project Budget Worksheet, provided
   ii. In detail, explain how the funds you are requesting will be used

C. Bids and/or Price Quotes That Support Your Project Budget
   i. Include any bids or price quotes that support the project budget that you have identified in your Legacy Project Budget worksheet.

D. Current Operating Budget

E. Board of Directors, Project Committee and Staff
   i. Provide a listing of your Board of Directors, project committee and key staff.

GO TO THE NEXT PAGE

VIII. PRAIRIE MEADOWS LEGACY GRANT PROJECT BUDGET WORKSHEET

This worksheet must be completed and submitted with your Legacy Grant Application: Overall Project Detail and Budget Information, part B.

To insert more rows click on the numbered rows and highlight, then right click and select Insert.
To delete extra rows highlight the rows that you do not need, then right click and select Delete.

Total Project Budget: List the project expenses with description and amount.	
Project Expense Description	Expense Amount
Total Project Budget:	$0.00

Total Funding Secured: List the funders and amounts secured for the project.	
Name of Funder / Source of Funds	*Amount Secured*
Total Funding Secured for Project:	**$0.00**

Pending Funds: List the funders and amounts pending for this project. *Do not include the amount you are requesting from Prairie Meadows*

Name of Funder / Source of Funds	Date Requested	Notification Date	Amount Secured
Total Amount Pending for Projects:			**$0.00**
Amount of Funding Requested from Prairie Meadows			**$0.00**