



Prairie Meadows Community Betterment Grant Program Guidelines and Applicant Information

Application Deadline: Friday, February 16, 2018

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I. COMMUNITY BETTERMENT GRANT PROGRAM OVERVIEW AND APPLICATION DEADLINE

Through the Community Betterment Grant Program, Prairie Meadows seeks to benefit as many qualified organizations as possible with the funds available. Community Betterment Grant requests can be in the range of \$100 – \$99,999.

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.

Prairie Meadows does not always provide the entire amount requested by grant applicants. Prairie Meadows reserves the right to partially fund requests in order to provide funding to more organizations and projects.

***The deadline to submit a Prairie Meadows Community Betterment Grant Application is Friday, February 16, 2018, 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 16, 2018 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:

- 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 are 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 (must be predetermined by the Prairie Meadows Grants Manager).

Applicants requesting funding for more than one project must complete and submit a separate grant application for each project.

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

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

Funds requested must be for projects that will take place between July 2, 2018 and July 2, 2019, unless it is an ongoing project.

III. GRANT REVIEW TIMELINE

The Prairie Meadows Grant Advisory Committee will review all eligible Community Betterment Grant Applications. After thorough evaluation by the Grant Advisory Committee, the recommended applications are forwarded to the Prairie Meadows Board of Directors for approval. All Community Betterment applicants will receive notice of the committee and board's decision by July 2, 2018. Funding will be provided to recipients in July and must be utilized by July 2, 2019.

IV. FUNDING PRIORITIES

A. Prairie Meadows awards Community Betterment Grants in the following four categories:

1. Arts and Culture
 - i. Projects that enhance the quality of life and opportunities for Central Iowans
 - ii. Projects that provide unique opportunities and educational experiences
 - iii. Projects that provide access to the arts for new and/or underserved audiences
2. Economic Development
 - i. Projects that provide a significant impact on a community and its residents
 - ii. Projects that emphasize environmental, beautification, or restoration efforts
 - iii. Parks and trails programs and enhancements
3. Education
 - i. Projects that provide core curriculum enhancements or necessities for students
 - ii. Projects that reach a broad range of students or a specific demographic in need

- iii. Technology and other enhancements to the classrooms and building
 - iv. Advanced educational opportunities, learning beyond the classroom
4. Health and Human Services
- i. Patient education or direct services
 - ii. Fire, Police, or Emergency Management Services
 - iii. Projects that provide services for low-income, at-risk, or underserved clients
- B. Prairie Meadows looks favorably upon organizations, or projects, that:
- 1. Administer effective projects
 - 2. Demonstrate financial stability and accountability
 - 3. Provide measureable and meaningful results
 - 4. Have an impact on a measureable number of Iowans
 - 5. Have multiple funding sources, most of which are already identified and secured
 - 6. Will allow the organization to introduce new services or expand existing services to central Iowans

V. LIMITATIONS

Prairie Meadows will **not** accept Community Betterment Grant Applications:

- A. For conference, seminar, or convention attendance or expenses for employees, volunteers, board members, or anyone related to your organization
- B. For debt-reduction or retirement campaigns
- C. For educational scholarships
- D. For expenses for fundraising/campaign consultants or contracted services
- E. For expenses for grant writers or grant application preparers
- F. For feasibility studies, operating, or strategic plans
- G. For fellowships
- H. For general ongoing operational expenses including rent, mortgage payments, utilities, monthly fees, or phone or internet usage fees
- I. For items or services purchased or received between July 2, 2017 – July 2, 2018
- J. For memorials for an individual
- K. For personnel expenses including salaries, bonuses, and/or employee benefits (funding for contract workers/artists/performers is permitted)
- L. For political parties, campaigns, candidates, or partisan organizations

- M. For projects that have already been completed or will be completed between July 2, 2017 and July 2, 2018
- N. For promotional pieces that are not related to the project
- O. For repayments on loans
- P. For school parties at any grade level, including, but not limited to, graduation ceremonies and post-prom parties
- Q. From any organization that has an overdue Prairie Meadows requirement
- R. From individuals, for any purpose
- S. From organizations, projects, or programs outside Iowa
- T. From organizations that would redistribute the Prairie Meadows Community Betterment Grant funds to other groups (with the exception of a fiscal agent)

VI. COMMUNITY BETTERMENT GRANT APPLICATIONS FROM SCHOOL DISTRICTS

Any school district that will be submitting more than one Community Betterment Grant Application must submit a signed and completed school board resolution. The resolution must include a ranking of the Community Betterment Grant Applications in order of the board's funding priorities for the entire district.

All organizations within a school district that are submitting a Community Betterment Grant Application must be included on the school board resolution. These organizations may include, but are not limited to: Booster Clubs, PTO/PTA, Schools, Classes, Alumni Associations, Sports Teams, Clubs, or Foundations

The signed and completed school board resolution must be submitted with the Grant Application or a copy can be sent via email to cbettermentgrants@prairiemeadows.com by Friday, February 16, 2018.

A school board resolution template is available at
<http://www.prairiemeadows.com/community/grant-program/>

VII. HOW TO APPLY FOR A PRAIRIE MEADOWS COMMUNITY BETTERMENT GRANT

- A. Thoroughly review the Community Betterment 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 Community Betterment Grant. If you have questions, contact Prairie Meadows at (515) 967-1241, or cbettermentgrants@prairiemeadows.com.

- C. If your organization and project are eligible to apply for a Prairie Meadows Community Betterment Grant, go to <http://www.prairiemeadows.com/community/grant-program/> and select “Apply for a Prairie Meadows Community Betterment Grant.”
- D. Create a username and password if this is your first time accessing the Prairie Meadows Online Application and Reporting System. If you are a returning user, proceed to log into your Prairie Meadows Online Application and Reporting System account.
- E. Enter your organization’s IRS Tax Identification Number.
- F. Complete the Community Betterment 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 Community Betterment Grant guidelines. If you need assistance, contact Prairie Meadows at (515) 967-1241 or cbettermentgrants@prairiemeadows.com.
- H. Once you successfully complete the eligibility quiz, you will automatically be directed to the Prairie Meadows Community Betterment 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/grant-program/> and select “Log Into Your Prairie Meadows Online Application and Reporting System Account.”
 - If you select “Apply for a Prairie Meadows Community Betterment Grant,” you will be prompted to begin another Grant Application.
- K. When you have completed your Community Betterment Grant Application and are ready to submit it to Prairie Meadows, select “Review and Submit.” When you have successfully submitted your Prairie Meadows Community Betterment Grant Application, you will receive a confirmation email.

**Community Betterment Grant Applications
must be submitted by 5:00 p.m. on Friday, February 16, 2018.**

Completing the Prairie Meadows Community Betterment 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 cbettermentgrants@prairiemeadows.com.

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VIII. PRAIRIE MEADOWS COMMUNITY BETTERMENT GRANT PROJECT BUDGET WORKSHEET

The Prairie Meadows Community Betterment Grant Project Budget Worksheet must be completed and submitted with your Grant Application. Your organization will need to include an itemized project budget with items, or descriptions, and prices, funding secured, and from who, as well as funds your organization is planning to secure. Lastly, your organization will need to provide a listing of the items and prices for which your organization would use the requested grant funds for.

Total Project Budget: List the project expenses with descriptions and amounts.	
<i>Project Expense Description</i>	<i>Expense Amount</i>
Total Project Budget:	\$0.00

SAMPLE

[illegible][illegible][illegible][illegible][illegible][illegible]

Do not include the amount you are requesting from Prairie Meadows

Date Requested

Amount Requested

SAMPLE

Requested Funds: How will the funds requested from Prairie Meadows be utilized for this project? List how the funds will be utilized.

[illegible]

VIII. PRAIRIE MEADOWS COMMUNITY BETTERMENT GRANT PRICE DOCUMENTATION

Along with the completed Prairie Meadows Community Betterment Grant Project Budget Worksheet, your organization must submit price documentation for the items or services you are requesting a grant for. Price documentation may include bids, price quotes, product purchase information, prior receipts, newspaper/online price listings, etc. Price documentation only needs to be submitted for the items or services you are requesting funds from Prairie Meadows for.

If you have questions about the Price Documentation requirement, please contact Prairie Meadows at (515) 967-1241, or cbettermentgrants@prairiemeadows.com. Any application that does not submit the required Price Documentation will be declined and will not be considered for funding.

Any application that states the Price Documentation requirement does not apply to their request or organization will be declined and will not be considered for funding.