



2019 Mini Grant Application

The Iowa Foundation for Parks & Recreation Mini Grants are to provide funding for leisure facilities, activities, events, or programs to promote and improve leisure opportunities and amenities for citizens in small Iowa communities.

Grant Application Criteria & Requirements

- A. Applicants must be a Park & Recreation Department or a local organized on-going agency/group/ organization/association within an Iowa community with a population of 10,000 or less.
- B. A match of a minimum of 50% of the requested grant amount is required. Match may be cash, donated items, or donated labor. Labor=hourly value of \$10/hr.
- C. Grant money must be the last money in (balance of project money needed to complete the project).
- D. Applicant may apply for up to \$1,000.
- E. Grant money is to be used for hard assets only. i.e. equipment, supplies, brick/mortar. No consumables, administrative/indirect costs, personnel.
- F. Project may be a physical item, recreation program, or event.
- G. Project must be completed within one year of the grant award.
- H. Project must be available and open to the general public.

APPLICANT INFORMATION

Organization: _____ Contact Person: _____

Email: _____ Telephone: _____

Mailing Address: _____

City, State, Zip Code: _____

PROJECT DESCRIPTION

Title: _____

Brief Project Summary: (Maximum of 500 characters summarizing the project & how grant money will be used)

PROJECT TIMELINE

Estimated Start Date: _____ Estimated Completion Date: _____

BUDGET SUMMARY Mini Grant up to \$1,000

IFPR Grant	Cash & In-kind Support	Total Project Costs
\$ <input type="text"/>	+ \$ <input type="text"/>	= \$ <input type="text"/>

Beginning of scoring criteria

NEEDS ASSESSMENT & BENEFIT 15 Points

What need(s) and purpose does this project seek to fill? Include community need and support, number of people it will directly serve/benefit, any noted observations to indicate need, any target audience(s), benefits the project will provide. Letters of support are encouraged and may be attached.

PROJECT DESCRIPTION & RELATION TO LEISURE 35 Points

Describe what the project is, what it is going to do & who is going to do it. Explain how it is related to parks, recreation & leisure. Is it an enhancement of an existing project or a new project? State the location of the project and how it will meet the needs.

BUDGET & FINANCING 25 Points

List all eligible project expenses. Include copies of estimates. Explain in-kind services/donations and include letters from partners indicating firm, specific commitments of their participation or donation including who wrote the letter and the date it was written. Letters may be submitted electronically with or without signatures or in hard copy. Project cash match: please indicate how much, the source, and if it is in hand or not. State what will happen with this project without an IFPR grant.

Please complete the financial form below.

Expense Item	Description	Total Cost	Funded by: <i>select one</i>		
		\$	Cash	Donation/In-kind	IFPR Grant
		\$	Cash	Donation/In-kind	IFPR Grant
		\$	Cash	Donation/In-kind	IFPR Grant
		\$	Cash	Donation/In-kind	IFPR Grant
		\$	Cash	Donation/In-kind	IFPR Grant
		\$	Cash	Donation/In-kind	IFPR Grant
TOTAL PROJECT COST		\$			

SUSTAINABILITY 15 Points

Explain how this project will be sustained in the future, transferred to another entity, or continued on through other means. If the project is a program or event, who will organize and operate it? If the project is a physical item, who will do maintenance and upkeep? Attach commitment letters if desired.

IFPR GRANT FUNDING RECOGNITION 5 Points

State how the Applicant will recognize and publicize the receipt of the Iowa Foundation for Parks & Recreation grant if awarded.

IOWA PARKS & RECREATION ASSOCIATION MEMBERSHIP 5 Points

*Is the Applicant a member of Iowa Parks & Recreation Association?
Yes No*

CERTIFICATION

I certify that all the information provided in this application is true and correct.

Signature: _____ **Date:** _____

Questions & Mini Grant Applications can be submitted to: dedwards@Waukee.org
or 805 University Avenue, Waukee, Iowa 50263.

Applications will be accepted electronically or by mail and must be typed using 12 point font.
Applications must be received by 5 p.m. on February 1, 2019.

PROJECT SCORING CRITERIA for grant reviewers use only

Available	Awarded	Category
15		NEEDS ASSESSMENT
35		PROJECT DESCRIPTION & RELATION TO LEISURE
25		BUDGET & FINANCING
15		SUSTAINABILITY
5		IFPR GRANT FUNDING RECOGNITION
5		IOWA PARKS & RECREATION ASSOCIATION MEMBERSHIP
100	_____ TOTAL	