



2022 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. IFPR grant money must be the last money in to complete the project, or the project must have a letter of commitment to support the remaining project balance.
- D. Applicant may apply for up to \$1,000.
- E. Grant money is to be used for hard assets only (e.g. equipment, supplies, brick/mortar). No consumables, administrative/indirect costs, or personnel expenses.
- 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.
- I. 2021 grant recipients must wait one year before reapplying for the IFPR Mini Grant.

APPLICANT INFORMATION

Organization: _____ Contact Person: _____
Email: _____ Telephone: _____
Mailing Address: _____
City, State, Zip Code: _____

PROJECT DESCRIPTION

Title: _____
Brief Project Summary: (Maximum of 250 characters summarizing the project & how grant money will be used)

PROJECT TIMELINE

Estimated Start Date: _____ Estimated Completion Date: _____

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.** Photos of existing conditions, if applicable, and letters of support are strongly encouraged.

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. Photos of proposed improvements are strongly encouraged.

SUSTAINABILITY– 20 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? Commitment letters are strongly encouraged.

BUDGET & FINANCING– 25 Points

Please complete the financial tables below. *Include copies of cost estimates for all project expenses.*

Project Expense	Description	Cost
Materials		\$
Installation		\$
Labor		\$
Shipping		\$
Other		\$
Other		\$
TOTAL EXPENSE		\$

Project Income	Description	Amount
Cash In-hand		\$
Committed Money	<i>Must provide commitment letters with amounts.</i>	\$
Grant Money	<i>NOT including the IFPR grant.</i>	\$
Donated Labor	<i>Calculated at \$10/hr.</i>	\$
Donated Items		\$
Other		\$
TOTAL INCOME		\$

Requested IFPR Grant Amount	Not to exceed \$1,000
	\$

State what will happen with this project without being awarded the IFPR grant.

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.

COMPLETION CHECKLIST

- Complete all fields of the application.
- Money, other than requested IFPR Grant amount, is in-hand or committed. If committed, provide commitment letters with monetary amounts.
- Include cost estimates for all project expenses on letterhead or on formal estimate sheets.
- Letters of support are strongly encouraged.
- Photos of existing conditions and proposed improvements are strongly encouraged, if applicable.
- If submitting electronically; submit grant application, commitment letters, cost estimates, letters of support, and photos as one PDF document.
- If submitting a hard copy; submit grant application, commitment letters, cost estimates, letters of support, and photos in one envelope.

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: info@iowaparksfoundation.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 Monday, January 31, 2022.

PROJECT SCORING CRITERIA– for grant reviewers' use only

Available Points	Awarded Points	Category
15		NEEDS ASSESSMENT & BENEFIT
35		PROJECT DESCRIPTION & RELATION TO LEISURE
20		SUSTAINABILITY
25		BUDGET & FINANCING
5		IFPR GRANT FUNDING RECOGNITION
100	_____ TOTAL	