



2023 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 local organized on-going agency/group/organization/association or Park & Recreation Department within an Iowa community with a population of 10,000 or less according to the latest census.
- 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 used 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. 2022 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: _____

Population: _____

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

Describe the **longevity of this project/program and how it 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 general upkeep?
Commitment letters are strongly encouraged.

BUDGET & FINANCING 25 Points

Please complete the financial tables below, *attach separate sheets if needed. 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/Future Money	<i>Must provide commitment letters with amounts.</i>	\$
Other Awarded Grants	<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	\$ _____
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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.
- Due to the amount of funding available and the amount of interest, any applications that do not meet these requirements or are missing information will automatically be denied.

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.

Applications must be **received by 5 p.m. on Tuesday, January 31, 2023.**

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	