



# *palo alto county*

## GAMING DEVELOPMENT CORPORATION

### 2011 Grant Changes and Key Points

Dates for submission: October 15<sup>th</sup> thru December 31<sup>st</sup>, 2011

(Note: Postmark must be no later than December 31<sup>st</sup>.)

Post Offices may be closed as December 31<sup>st</sup> is a Saturday this year.)

2011 Grant Award Celebration: March 3, 2012

#### Mini Grants:

1. Maximum project cost **\$3000**. Raised from \$2500. If you know your final project might exceed \$3000, you should complete an application for a FULL Grant. See page 3, item K, for stipulation regarding projects whose final costs exceed the \$3000 maximum.
2. **Limit 2** projects/applications per organization/group/entity.
3. Prioritize grants. (FORM A, item D, asks you to determine which grant is most important if only one could be funded. Please complete the question even if only submitting one Mini grant application.)
4. **VERIFY EVERYTHING.**
  - Math
  - Signatures
  - Refer to the checklist to assure all necessary documents are included and presented in the correct order.
5. Obtain multiple bids if possible.
6. Submit a list of your Board of Directors

#### Full Grants:

1. Limit 5 projects/applications per organization/entity.
2. Prioritize grants.
  - Include letter or statement listing all applications in the order of priority. If there is only one of the projects funded, which is the #1 choice, and so on.
  - FORM A, item D and E: number THIS application in order of priority AND attach a letter or statement listing all Full Grant requests in order of priority. Please complete item D even if only submitting one Full grant application. (If only submitting one Full Grant application, item E will not apply.)
3. **VERIFY EVERYTHING.**
  - Math
  - Signatures
  - All supporting documentation
  - Staples are required. Paper clips do not insure against lost documents.
4. Obtain multiple bids if possible.