



Mini GRANT APPLICATION

The Palo Alto County Gaming Development Corporation (PACGDC) is an Iowa not-for-profit corporation. It is the sponsoring organization that holds the license for the Wild Rose Casino and Resort in Palo Alto County. In accordance with Iowa law and its operating agreement, PACGDC receives funding from Wild Rose operations. Funds received are distributed to deserving non-profit organizations in Palo Alto County.

Our mission is to strengthen our communities for future generations by creating partnerships, leveraging resources, and being a catalyst in identifying and supporting community needs.

DEADLINE FOR SUBMISSION:

December 31, 2011

P.O. Box 153, Emmetsburg, Iowa 50536

PLEASE NOTE: Review the application instructions and guidelines carefully.
Application forms contained in this package MUST be used.

PALO ALTO COUNTY GAMING DEVELOPMENT CORPORATION
FUNDING APPLICATION INSTRUCTIONS

1. FUNDS AVAILABLE:

Cash on Hand. Amount organization has available to contribute to this project for matching funds.

Pledges &/or Grants. List sources and corresponding amounts of additional grants or pledges received that will be used as matching funds for this project.

Other. Any additional sources and amounts of funding that will be used as matching funds for this project.

Matching Funds. These are the funds that your organization is responsible for in funding this project. This amount will be 10% of the total project cost (up to \$300 of a total \$3000).

In kind is limited to a maximum of 50% of the required matching funds.

2. APPLICANT LEADERS OR OFFICERS: Attach a list of your organization's governing board and the board members' place of residence. Indicate officers.

3. For questions regarding the application, please contact the office at 712-852-4777 or e-mail pacgdc@ncn.net.

4. Mail a total of 10 copies (original plus 9 copies) of the completed application, including all supplemental material such as resolutions or minutes, etc. from the sponsoring organization to:

PACGDC
P. O. Box 153
Emmetsburg, Iowa 50536

Grant applications postmarked after December 31, 2011 will not be accepted.
Check with your post office to ensure timely postmark. (This year December 31st is a Saturday.)

PALO ALTO COUNTY GAMING DEVELOPMENT CORPORATION
GUIDELINES FOR DISTRIBUTION OF FUNDS

1. Description of Grant Review Process

- A. The Palo Alto County Gaming Development Corporation (PACGDC) has Grant Review Committees which are responsible for reviewing grant applications. Each Committee may interview applicants for clarification. Each Committee recommends allocations of funds to the Board of Directors. The Board of Directors makes all final decisions. A grant applicant who files a lawsuit against PACGDC immediately disqualifies that applicant from receiving the requested grant and further disqualifies them from receiving any grant from PACGDC for the next five (5) years.

- B. Membership on the Grant Review Committees consists of members of the Board of Directors.

- C. Palo Alto County Gaming Development Corporation announces through the public media when applications for funding may be obtained each year.

- D. Applicants must agree to participate in award ceremonies and publicity events.

- E. Grant Agreements will be mailed to organizations, must be signed by Applicant Leader or Officer and returned by the required date. Funds will not be distributed until the grant agreement is received. Written progress reports will be required for ongoing funding as will a final project report.

- F. Fifty percent (50%) of payment will be made upon receipt of signed grant agreement and final payment will be made upon receipt of final grant report. The final payment will be determined based on receipts included in the final grant report.

- G. PACGDC is subject to the Iowa Open Meeting Laws. All information submitted in connection with an application may be subject to disclosure pursuant to Chapters 21 and 22 of the Iowa Code.

2. Qualifications for Organizations to Receive Mini Grants

- A. All Mini Grants must be sponsored by a local city council, the Palo Alto County Board of Supervisors, or local School Board. Entities must provide a Resolution or Minutes from the governing board.

- B. The organization must serve residents of Palo Alto County and the grant must be used for services to Palo Alto County residents.

- C. The organization must have sufficient representation from residents of Palo Alto County.

- D. The organization must have available for review upon request the following documents (do not submit with grant application):
 - 1. A financial statement for the previous year.
 - 2. The organization's budget for the present year and the year for which the grant is sought.
 - 3. A copy of the organization's annual report for the previous year.

- E. Any questions regarding the eligibility of any organization or project to qualify under these guidelines will be determined by the PACGDC Board of Directors.

- F. Mini Grants are limited to 2 applications per entity/group. If you are submitting TWO mini grant application requests, complete section E , FORM A, where it asks you state which project is the #1 priority.

3. Limitations on Grants

- A. Limit to 2 applications per entity/group.
- B. Grants will not be made to individuals, including scholarships.
- C. Grants will not be made to political causes, political candidates or lobbying efforts.
- D. Grants will not be made to support endowment funds.
- E. Grants will not be made to fund an organization's operating deficits, ongoing operating expenses, or existing capital improvement debt.
- F. PACGDC does not normally fund personnel expenses, except for outside contracted services for specific projects. Personnel expenses include salaries and benefits for part or full time employees.
- G. Grants will not be made for expenses of fund raising campaigns.
- H. Grant funds must be expended within the period covered by the grant.

In the event the project cannot be completed by December 31st, the organization must submit a written request for an extension by December 31st specifying valid reasons. A decision to extend the grant period is solely within the discretion of the PACGDC.

- I. Any portion of the grant funds not used for the specific purposes(s) specified by the PACGDC shall be returned to the PACGDC.
- J. Pursuant to the Iowa Racing & Gaming Commission rules, no licensee or qualified sponsoring organization may make a distribution to any organization that has an employee, officer or director who is a member of the commission. This provision does not apply to employees, officers, directors or trustees of political subdivisions or their affiliated agencies or boards. No commissioner shall express, or otherwise attempt to influence, a qualified sponsoring organization as to the commissioner's preference for a potential grantee. Grant applicants must not attempt to contact the Commissioners to influence the PACGDC decision on any application. Grant recipients may be required to certify they do not employ any Commission member.
- K. Total project cost is limited to a **maximum** of a \$3,000 with 10% matching funds. Projects include a minimum of 10% matching funds for final costs up to \$3,000 or less, and 25% for projects over \$3000. (Example: If an organization is issued a grant for a project totaling \$3,000 they must show \$300 of matching funds. If the final project costs would exceed \$3,000, the organization would be responsible for 25% or \$750.00 in matching funds.) If you know that final costs of your project may exceed \$3,000, please fill out an application for a FULL GRANT, rather than a Mini Grant.

PALO ALTO COUNTY GAMING DEVELOPMENT CORPORATION

Mini GRANT APPLICATION CHECK LIST

Mini Grants are limited to 2 applications per entity/group. If you are submitting TWO mini grant application requests, complete section E , FORM A, where it asks you state which project is the #1 priority.

- The applying organization and project are located within Palo Alto County.
- All Mini Grants must be sponsored by a local city council, Board of Education, or the Palo Alto County Supervisors. Entities must provide a Resolution or Minutes from the governing board.
- Application is being submitted on the current year form provided by Palo Alto County Gaming Development Corporation. All other applications will be disqualified.
- All blanks on the application have been completed including Form A – Cover Sheet and Form B – Project Financial Information
- A detailed budget has been attached. The budget includes a breakdown of the areas in which the funding will be used, including dollar amounts for each area, and project estimates when applicable.
- Check your math. Grants will be disqualified for math and other errors.
- Maximum \$3,000 project with 10% matching funds. Project includes a minimum of 10% matching funds for projects up to \$3,000 or less; 25% for projects over \$3,000. (Example: If an organization is issued a grant for a project costing \$3,000 they must show \$300 of matching funds.) If the project would cost \$3,001, the organization should consider applying for a Full Grant instead of a Mini Grant.
- A total of 10 copies** (original plus 9 copies) of the application with all required attachments are to be submitted in the following order:
 - 1. Cover Sheet - Form A
 - 2. Project Financial Information - Form B (Verify All Documents are SIGNED)
 - 3. Board of Directors, Officers or Leaders
 - 4. Minutes or Resolutions
 - 5. Detailed Description and Breakdown of the Project. (Two page maximum, 12 point font, double spaced)
 - 6. Estimates – It is highly encouraged to obtain multiple estimates if possible.

Mail To:

Palo Alto County Gaming Development Corporation
P.O. Box 153,
Emmetsburg, IA 50536.

SCORING CRITERIA FOR APPLICATIONS: Applicants must complete all answers in the application. Scoring is based on the following criteria: Positive impact on the community; demonstrated capacity of the applicant to implement the stated objectives; demonstrated networking, cooperation, and partnerships with other entities, organizations and local governments; and evidence of community need.

PALO ALTO COUNTY GAMING DEVELOPMENT CORPORATION

Mini GRANT APPLICATION
PROJECT FINANCIAL INFORMATION
FORM B

PROJECT COSTS

CONSTRUCTION/RENOVATION \$ _____
(Projected to have life longer than one year)

EQUIPMENT \$ _____
(Will remain in use for more than one year)

SUPPLIES \$ _____
(Consumables for construction only)

OTHER _____
(List each item and amount)
\$ _____

\$ _____

\$ _____

CONTRACT LABOR \$ _____
(Labor cost for construction of project)

A. TOTAL PROJECT COSTS \$ _____

A, B & C on Form B must match
A, B & C on Form A.
A=B+C

FUNDS AVAILABLE

CASH ON HAND \$ _____

PLEDGE & OR/OTHER GRANTS
(List each organization and amount)

\$ _____

\$ _____

\$ _____

OTHER (List each organization and amount)

\$ _____

\$ _____

\$ _____

B. TOTAL MATCHING FUNDS \$ _____

C. AMOUNT REQUESTED FROM PACGDC
\$ _____

12. AUTHORIZATIONS AND CERTIFICATIONS: I hereby affirm that this application has been approved by the governing body of the applying organization. To the best of my knowledge and belief, all data in this application is correct and true. The attached budget will provide sufficient resources to meet the goals and objective identified in this application. To the best of my knowledge and belief, this organization is in compliance with all IRS and Iowa requirements for non-profit corporations and all appropriate forms and filings are current. If awarded funding, the organization will comply with PACGDC guidelines.

Signature, Applicant Leader or Officer Date

Name (Please Type)