

PALO ALTO 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. The Grant Review Committee consists of member of the Board of Directors.
- c. Palo Alto County Gaming Development Corporation announces through the public media and our website 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 emailed to organizations or their sponsor, and must be signed by the Applicant Officer or Leader 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 and committee approval of the 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. Organizations qualified to submit grant requests are: (1) a non-profit organization qualified under section 501(c)3 of the U.S. IRS Code; (2) a governmental agency; or (3) an educational institution. A copy of the current IRS 501(c)3 determination letter must be submitted with each copy of the application.
  - i. The non-profit organization must be incorporated or chartered or authorized to do business in the State of Iowa or chartered or licensed by the U.S. Government. ALL 501(c)3 applicants must include a copy of their current Certificate of Good Standing (not more than 60 days old) issued from the Iowa Secretary of State with each copy of the application. To secure a Certificate of Good Standing, contact: Secretary of State's Office in Des Moines. Phone: (515) 281-5204, ask for Business Services.
  - ii. Governmental agencies/entities (federal, state, city, county, schools, divisions or departments of such) must provide a resolution from their governing board authorizing the applicant for grant funds. The application must be made in the name of the governing board and the project would be the division or department asking for funds. For example, a Fire Department would need a resolution from its City Council; the community college would need a resolution from its Board of Trustees. (See additional instructions, Form A).
- b. All Mini Grant applicants who are NOT a 501c3 organization, governmental entity, or educational institution, 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 sponsor's governing board and Minutes from the applicant's governing board.
- c. The organization must serve residents of Palo Alto County and the grant must be used for services to Palo Alto County residents.

- d. The organization must have sufficient representation from residents from Palo Alto County.
  - e. The organization must have available for review upon request the following documents (do not submit with grant application):
    - i. A financial statement for the previous year.
    - ii. The organization's budget for the present year and the year for which the grant is sought.
    - iii. A copy of the organization's annual report for the previous year.
  - f. Any questions regarding the eligibility of any organization or project to qualify under these guidelines will be determined by the PACGDC Board of Directors.
3. Limitations on Mini Grants
- a. Grants are limited to 1 application per entity/group. Only one project may be included on an application.
  - 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 and/or foundations with the exception of the Palo Alto County Community Foundation (PACCF) with the following stipulations:
    - i. PACCF must attend the PACGDC June meeting for review.
    - ii. At their July meeting, PACGDC will determine the amount to be awarded to PACCF.
    - iii. PACGDC will distribute any annual grant award to PACCF on or before August 1<sup>st</sup> of each year.
  - e. Grants will not be made to fund an organization's operating deficits, ongoing operating expenses, or existing capital improvement debt unless with Board approval.
  - 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 fundraising campaigns.
  - h. Grant funds must be expended within the period covered by the grant: PACGDC receipt of the signed Grant Agreement to December 31<sup>st</sup>. In the event the project cannot be completed by December 31<sup>st</sup>, the organization must submit a written request for an extension by December 1<sup>st</sup> specifying valid reasons. A decision to extend the grant period is solely within the discretion of the PACGDC Board of Directors.
  - i. Any portion of the grant funds not used for the specific purpose(s) outlined in the original grant application 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 Commissioners' 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 a Commission member.
  - k. Each school district within Palo Alto County is eligible to apply for one mini grant for one project.
  - l. Each City within Palo Alto County is eligible to apply for one mini grant for one project with the exception of Emmetsburg. The City of Emmetsburg is eligible to apply for three mini grants for three separate projects.
  - m. Total project cost is limited to a **maximum** of \$4,000 with 10% matching funds. Projects include a minimum of 10% matching funds for final costs up to \$4,000. Please be aware that construction projects may exceed anticipated costs, so plan ahead.
  - n. Grants will only be funded based on actual project costs. Final payment may vary if project comes in under original grant amount. Grant amount awarded is the maximum you will receive. Actual funding is based on actual project costs.