



## 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

A Word of Caution: Palo Alto County Gaming Development Corporation hopes to have funds available for distribution each year. However, its financial success depends on many variables, some of which are beyond the organization's control. PACGDC asks applicants to remember that funds available one year may not be available in another and to govern themselves accordingly.

Revenue Reserve Program: PACGDC will be putting aside funds for larger projects. This amount will be an amount of the total receipts less city shares. The PACGDC reserves the right to not disperse all the funds in any given year.

Applying for a grant does not guarantee the requested project or program will be funded. Grant requests may be funded fully, partially, or not at all.

1. Review the attached Guidelines for the Distribution of Funds and Grant Application Checklist. The Organization must meet the criteria for application contained in the Guidelines. All questions must be completed. If not applicable, insert "N/A" in space.

PLEASE NOTE: You must use the forms provided in this package for FORM A, B, & C.

**Return the forms and information listed below in the order as follows:**

2. FORM A: COVER SHEET  
Use for all applications

The Cover Sheet - Form A must be the top page of all applications. **Staple** all grant applications. Do not submit in binders or paper clipped. Provide all the requested information and submit with the original signature of the Chief Executive Officer, the Chairperson of the Board of Directors or other appropriate officials. Applications from educational institutions must be signed by the School Principal and Superintendent, reviewed and prioritized by the applicable School Board and have the resolution authorizing the application or the minutes from the meeting attached. Applications sponsored by cities need to attach the resolution authorizing the application or the minutes from that particular meeting. (See additional instructions form A).

3. FORM B: PROJECT FINANCIAL INFORMATION and FORM C: PROJECT OR PROGRAM DESCRIPTION & BUDGET  
Complete this two-page form for the project or program for which you are applying

**PROJECT COSTS**

Construction/Renovation. Include construction or remodeling costs that have a useful life of more than one year.

Equipment Expenses. Include machinery, tools, vehicles and appliances which have a useful life of more than one year.

Supplies. Refers to items which are consumable and utilized for construction or completion of project.

Contract Labor. Only temporary labor expenses associated with the development of the project or program can be included in the grant request. Ongoing personnel expense cannot be funded by PACGDC.

Itemize expenses allocated to the project or program as listed on the form. Attach estimates for expenses if possible. All budgeted expenses for PACGDC funds except expendable supplies must be listed in full detail. Attach a brief budget narrative explaining how expenses are calculated and allocated to the project.

All sources of matching funds must be explicitly identified under FUNDS AVAILABLE.

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 either be 25% or 50% of the total project depending on the amount of your proposed project.

4. DESCRIPTION: Answer all questions on Form C in no more than five typed pages with each question listed and numbered clearly in the response.
5. MISSION STATEMENT: Attach a copy of your organization's "mission statement" and a one page (maximum) description of services provided by the organization.
6. BOARD OF DIRECTORS: Attach a list of your organization's governing board and the board members' place of residence. Indicate officers.
7. IRS 501(c)(3) DETERMINATION LETTER: Required for Non-Profit Organizations only.
8. IOWA CERTIFICATE OF GOOD STANDING: Required for Non-Profit Organizations only. Must be dated within 60 days of the date of application.
9. For questions regarding the application, please contact the office at 712-852-4777 or e-mail [pacgdc@ncn.net](mailto:pacgdc@ncn.net).
10. Make a total of **10 copies** (original plus 9 copies) of the completed application, including copies of all supplemental material such as resolutions, minutes, priority list, etc. Mail 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 insure timely postmark. (This year December 31<sup>st</sup> 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 and 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 Meetings. 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 Grants

- A. Organizations qualified to submit grant requests are: a Non-Profit organization qualified under section 501(c)(3) of the U.S. IRS Code, a governmental agency, or an educational institution. A copy of the current IRS 501(c)(3) determination letter must be submitted with each copy of the application.
  
- B. The 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 the 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.
  
- C. 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, an Elementary School would need a resolution from the School Board; a Fire Department would need a resolution from its City Council. (See additional instructions, form A) School organizations with 501(c)(3) will be required to have a letter of support for the specified project from the local Board of Education.

- D. If your non-profit organizations does not qualify for any of the above, you must have a sponsor i.e. City or county. You do have to follow the same guide lines.
- E. The organization must serve residents of Palo Alto County and the grant must be used for services to Palo Alto County residents.
- F. The organization must have sufficient board representation from residents of Palo Alto County.
- G. 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 as prepared by an outside independent accountant.
  - 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.
- H. 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 Grants

- A. Grants are limited to **5** applications per entity/group. If you are submitting more than one full grant application, provide a statement or letter with each application prioritizing the projects.
- 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.
- 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) 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 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.

#### 4. Process for Education Applications

- A. All school applications must be submitted by the Principal and Superintendent and approved and prioritized by the applicable School Board. A School Board must approve and prioritize all District grant applications for each grant cycle. A copy of the minutes from the meeting approving this prioritized list must be included with each copy of the application. School or school related grant requests that do not follow this guideline will not be considered.
  
- B. All grants submitted by organizations, such as PTA, PTO, booster clubs, other school clubs etc., affiliated with schools and the school districts are required to be submitted to the school board for evaluation and prioritizing and must be signed by the Principal and Superintendent. School organizations that have independent 501(c)(3) designation will be required to have a letter of support for the specified project from the local Board of Education.
  
- C. All non-public schools and related school organizations must meet the same standards outlined above.

5. Full Grants are limited to 5 applications per entity/group. If you are submitting more than one full grant application, provide a statement or letter with each application prioritizing the projects.

PALO ALTO COUNTY GAMING DEVELOPMENT CORPORATION

GRANT APPLICATION CHECK LIST

- The applying organization and project are located within Palo Alto County.
- Application is being submitted on the current grant cycle (2011) 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, Form B – Project Financial Information and Form C – Project or Program Description & Budget.
- Check your math and **VERIFY** that figures are recorded in the correct locations on the forms. GRANTS WILL BE DISQUALIFIED FOR INCORRECT MATH CALCULATIONS and/or OTHER DISCREPANCIES BETWEEN FORM A and FORM B.
- Grant money will only be funded on actual project cost. 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.
- Applicant must provide answers for Questions 1–6 on Form C in no more than five typed pages.
- 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.
- Project includes a minimum of 25% matching funds for projects up to \$150,000 or less and 50% for projects over \$150,000. (Example: If an organization is issued a grant for a building project costing \$150,000 they must show \$37,500 of matching funds. If the building project would cost \$150,001 the organization would have to have \$75,000.50 in matching funds.)
- If the organization is described as a 501(c)(3), copies of the IRS letter must be attached along with the Certificate of Good Standing.
- 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
  - 3. Prioritization Letter or Statement (if submitting more than one full grant application)
  - 4. Mission Statement
  - 5. Board of Directors, Officers or Leaders
  - 6. IRS 501(c)(3) Determination Letter (if applicable)
  - 7. Iowa Certificate of Good Standing (if applicable)
  - 8. Resolution or Minutes
  - 9. Project or Program Description & Budget - Form C
  - 10. 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

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.

THIS COLUMN FOR EDUCATION GRANTS ONLY

\_\_\_\_\_  
Signature, CEO or Appropriate Official Date

\_\_\_\_\_  
Signature, School Principal Date

\_\_\_\_\_  
Name (Please Type)

\_\_\_\_\_  
Name (Please Type)

\_\_\_\_\_  
Signature, Superintendent Date

\_\_\_\_\_  
Name (Please Type)

PALO ALTO COUNTY GAMING DEVELOPMENT CORPORATION

GRANT APPLICATION  
PROJECT or PROGRAM DESCRIPTION & BUDGET  
FORM C

**Form C is available in Microsoft Word to  
download from the website.**

Briefly answer the following questions. **You may attach a maximum of five additional typed pages to answer these questions. Please use 12 point font and double space.** Projects with larger dollar requests may need the maximum page allotment and smaller projects may need considerably less space. List the question along with your response and number the questions according to this form (Form C).

1. Give a specific description of the project/program.
2. If this project can be broken down into parts, please prioritize those parts as separate items and state the dollar amount needed for each.
3. Provide a brief statement regarding your organization's purpose and activities along with specific explanations about how your organization has the capacity to carry out this project/program.
4. How does this project benefit Palo Alto County citizens and enhance growth and the quality of life now and for future generations? Does this project fulfill an unmet need in Palo Alto County (if so, how)? Can the need be documented? Please provide evidence of community need for your program/project by providing statistics and data proving its relevance.
5. Explain how your organization partners with other organizations, other entities or governmental bodies to enhance further growth in the future for Palo Alto County. How do these partnerships make your organization more viable?
6. Include a detailed project budget with project estimates. Explain how you will measure/evaluate the success of your program/project.