



## Polk County Community Development Grant Program FY 2011/2012 Application Instructions

The Polk County Board of Supervisors is pleased to offer this unique funding opportunity to community service organizations throughout Polk County. The Polk County Community Development Grant Program was designed to provide grants for non-economic development requests. This grant funding is designed to enhance community service projects and the quality of life within Polk County.

Polk County Community Development Grants (CDG) are funded from profits received by Polk County from the operation of the Prairie Meadows Racetrack and Casino. These grants provide another opportunity for the Board of Supervisors to return casino profits to our community. Unfortunately, due to the tremendous number of requests received and the uncertainty of gaming profits, it is impossible for the Board to approve every request.

Grants are awarded on a year-by-year basis and **organizations should not rely solely upon these funds for ongoing operational programs. Due to legal restrictions, Iowa Code § 331.901(5), organizations under ecclesiastical or sectarian management are not eligible for Polk County's CDGs.**

### FY 2011/2012 Grant Schedule

1. Applications may be submitted in the months of July, October, January and April.
2. Completed applications and one copy of all supporting documentation should be submitted to:

Polk County Board of Supervisors  
Attn: Community Development Grant Program  
Polk County Administration Building  
111 Court Avenue, Room 300  
Des Moines, Iowa 50309  
515-286-2272  
515-323-5225 (fax)

3. The Board of Supervisors will review all applications to determine awards.
4. Awards may be subject to a presentation by the applicant at a Board of Supervisors staff discussion meeting and finalized by official action by the Board of Supervisors.

5. Awards will be made on a reimbursable basis. Agencies will submit a summary of expenses incurred and requests for reimbursement on a monthly basis. Polk County will remit payment within 30 days. By exception, a grant may be provided in advance of the expenditures being incurred.
6. All grant recipients must provide the Board with a completed copy of the Grant Reporting Form. Reports are due 90 days after funds are fully expended.

Thank you for your interest in the Polk County Community Development Grant Program. If you have any questions regarding the program, please contact the Board of Supervisors' Office.