



# Black Hawk County Board of Supervisors

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## BLACK HAWK COUNTY COMMUNITY DEVELOPMENT FUND FISCAL YEAR 2022

The Board of Supervisors established the Community Development Fund to support growth within Black Hawk County. This is not an ongoing allocation; funding to various 501(c)(3) agencies is contingent upon the amount of funds the Board of Supervisors have allocated each year during budget. The application is available at <http://www.co.black-hawk.ia.us/FormCenter/Board-of-Supervisors-4/Black-Hawk-County-Community-Development--79>.

Tentative Schedule (dates are subject to change at the County's discretion)

Description	Date
Application Submission Deadline	November 30, 2020
Application Review	December 1, 2020 – December 31, 2020
Presentations to Board of Supervisors	January 1, 2021 – January 31, 2021
Award Notifications	February 28, 2021
Year-end presentation	June 1, 2022 – June 30, 2022

### Application Presentations

Applicant presentations will be scheduled during Board budget sessions in January. The presentation length will be approximately ten (10) minutes. The Board may allow for additional time for questions and answers.

### Submission Instructions

*Electronic:* <http://www.co.black-hawk.ia.us/FormCenter/Board-of-Supervisors-4/Black-Hawk-County-Community-Development--79>

*Paper submissions* can be submitted to:

kzwanziger@blackhawkcounty.iowa.gov

or

Black Hawk County Board of Supervisors

316 E. 5<sup>th</sup> Street, Room 203

Waterloo, IA 50703

To ensure fairness, applications that are incomplete, do not follow guidelines, or miss the deadline will not be eligible for funding. Only one application for funding will be allowed for each organization for each fiscal year.

### Applicant Eligibility

In order to be eligible for this grant, the organization must be located in or have a branch location in Black Hawk County.

### Project Eligibility

Grant funds may only be used for programs or projects that directly benefit the residents of Black Hawk County.

Must be a nonprofit 501(c)(3) as recognized by the Internal Revenue Service. (Organization must include 501(c)(3) designation with this application)

Priority is given to requests for programs and capital projects. Funds may only be used for expenses that have not been incurred.

Programs/Projects should accomplish the following:

- Promote economic growth and/or community development in Black Hawk County
- Demonstrate a return on investment
- Do not duplicate current economic or community development initiatives.
- Demonstrate a sustainability plan for project continuation.

Projects are funded in one year increments.

### Grantee Requirements

Grant funding must be used for the project that was submitted on the application. Requests to use funds for other purposes must be submitted and approved by the Board of Supervisors prior to use.

At any time, the Board of Supervisors may request that an update on the progress of the project be presented to the board during public meetings. The Board may request invoices or any other documentation of how funds were spent.

All media releases, annual reports, and printed materials should credit Black Hawk County's Development Fund. Contact Kayla Zwanziger for use of any logos or county information.

Year-end presentations are required. Failure to submit the final report will make the applicant ineligible for future grants.

### Evaluation Criteria

Submitted applications will be evaluated by the following criteria in no particular order of importance:

- Demonstrates economic impact and/or community development.
- Has potential for long term impact
- Serves a broad segment of the population
- Clearly describes the project goals
- Demonstrates plans for future funding for the project/program

### Selection Process

The Community Development Fund may not be able to fund every funding request submitted. If an application is not awarded, the decision does not reflect on the value of the group or service.

Funding decisions will be made in February.

# APPLICATION

## Applicant Information

1. Please include the Organization's 501 (c)(3) designations with the application.
2. Applicant/Organization name, contact person, address, phone number, and email.
3. Organizational Mission Statement and services provided.
4. Dollar amount of funding request.
5. Project Name and brief summary of project. (2-4 sentences).
6. Is the applicant organization less than one year old? If so, please submit a business plan as an attachment.

## Project/Program Information

1. Describe the project, its location, and population served, as well as the need for the program.
2. Describe the goals and objectives of the project.
3. Describe the impact the proposed project will have in Black Hawk County.
4. What is the sustainability plan to provide ongoing program/project continuity?

## Financial

1. Provide a detailed project budget as an attachment. In the space below, provide a brief description on each budget item.
  
2. Does the funding request leverage other funding? Is it a match for other funding?
  
3. How will the project leverage the funding dollars awarded?