



**LINN COUNTY
LEGACY AND COMMUNITY ATTRACTION FUND
FISCAL YEAR 2021**

1. Purpose

The Board of Supervisors established the Linn County Legacy and Community Attraction Fund to foster and support long-standing, new, and diverse community events in Linn County.

2. Tentative Schedule (Dates are subject to change at the County’s discretion.)

Description	Date
Application Release	July 2020
Optional Presentations to Board of Supervisors	Not available for 2021 cycle
Presentation Request Deadline	N/A
Application Submission Deadline	Friday, July 31, 2020 – 4 p.m.
Application Review	August 2020
Award Notification	Late August 2020
Grant Report Deadline	Friday, July 30, 2021

3. Applicant Presentations

Optional applicant presentations are not available during the FY21 grant cycle due to building restrictions in place due to the current COVID-19 pandemic.

Please provide contact information in your application for board members to reach out individually with questions regarding your submission.

4. Submission Instructions

Either electronic or paper application submission is acceptable. Only one method of submission is necessary. Applications must be received by **4 p.m. Central Time on Friday, July 31, 2020.**

A. Electronic Submission

Submit to: barbara.schmitz@linncounty.org

B. Paper Submission

Mail to:

Linn County Board of Supervisors
Attn: Barbara Schmitz
935 2nd Street SW, 3rd Floor
Cedar Rapids, IA 52404

If an organization submits more than one application, or submits an application requesting funding for more than one event, the organization must rank the projects by priority.

To ensure fairness, applications that are incomplete, do not follow guidelines, or miss the deadline will not be presented to the Board of Supervisors for approval of further consideration. Linn County reserves the right to waive irregularities and informalities in a submitted application.

5. Applicant Eligibility

Legacy and Community Attraction grants will be made only to non-profit organizations located in Linn County, Iowa or with a branch location in Linn County, and whose work and/or event directly benefits Linn County residents.

6. Project Eligibility

Grant funds may be used only for events and/or by entities that substantially promote Linn County history and/or culture and/or work to draw in residents and outside visitors alike. Priority is given to requests for events and programmatic and capital projects over requests for operating support. Grant funds may be used only for expenses that have not yet been incurred.

Preferred applications will be for projects/programs that accomplish the following:

- A. Promote Linn County via opportunities for historical education or community attraction
- B. Demonstrate a return on investment dollars
- C. Do not duplicate current or long-standing events in Linn County

Projects are funded for one-year increments.

7. Grantee Requirements

- A. Grant funding must be used for the project described in Applicant's approved application. If Applicant finds the need to use the funding for other purposes, Applicant must request permission from the Board of Supervisors in writing prior to doing so. Submit requests to: barbara.schmitz@linncounty.org.
- B. The Board of Supervisors may request, at any time, that a representative from Applicant's organization attend a public meeting to report on the progress toward the completion of the Applicant's project.
- C. Media releases, annual reports, and materials printed with grant funds should credit the Linn County Board of Supervisors Legacy and Community Attraction Fund. Contact Barbara Schmitz if you need a logo for such materials.
- D. A final report is required, and the form is included herein (final two pages of this document). Documentation of grant expenses is required and can include copies of receipts or copies of paid invoices. **Reports are due July 30, 2021. Organizations that fail to meet this requirement will be ineligible for future Legacy and Community Attraction grants without specific Board of Supervisors approval.**

8. Evaluation Criteria

Applications will be evaluated on the criteria listed below which appear in no particular order of importance.

- A. Demonstrates historical, cultural, or diverse educational opportunities for Linn County residents and visitors
- B. Has potential for long-term impact
- C. Serves a broad segment of the population
- D. Clearly describes event/entity goals
- F. Project does not duplicate current economic and/or community development initiatives

9. Selection Process

The Linn County Board of Supervisors Legacy and Community Attraction Fund will receive more funding requests than can be approved. If an application for a worthwhile program is not approved, the decision does not reflect on the value of the group or service, but rather on the need to be selective because of limited resources. Preference may be given to legacy and/or new applicants.

For the current FY21 Legacy and Community Attraction Fund, \$150,000 is available. In an effort to provide substantial, quality awards, **a maximum of five awards will be given**. Funding decisions will be made in August.

FY 2021 Linn County Legacy and Community Attraction Fund

Application

Applicant Information:

1. Applicant/Organization Name:
2. Event Name/Event Description (2-4 sentences):
3. Organization Information (address, contact person/title, phone and email):
4. Organizational Description (purpose, programs/services):
5. Is applicant organization less than one year old? If yes, please submit a business/event plan as an attachment.
6. Has applicant organization received previous funding from Linn County? Is applicant an applicant in good standing with Linn County; i.e., if applicant has previously received funding, was applicant's final report submitted prior to the deadline if applicable?

Event/Entity Information:

1. Describe event or entity, location, and population served, as well as the cultural or historical educational opportunity it will provide:
2. Describe event or entity goals and objectives:
3. Event/Entity visibility – describe how Linn County residents and visitors will be drawn in to participate in or visit your event/entity.
4. What is the sustainability plan in order to provide ongoing event continuity?
5. Is applicant working in partnership or collaboration with other entities? If yes, identify event partners/collaborators.
6. Event milestone descriptions and timeline. Events must be substantially completed by June 30, 2021.

Financial:

1. What is the dollar amount of your request? Please include a funding range (e.g. \$17,000-\$25,000).
2. Provide a detailed event budget, with a brief description of each budget item. You may provide this as an attachment if you wish.
3. Is applicant accessing alternative funding sources? If yes, please list source(s).
4. Does the funding requested leverage other funding? Is it a match for other funding? If yes, please describe.
5. Is your organization required to file IRS form 990? If yes, please attach your most recent filing. (Organizations not required to file a 990 may ignore this question.)

**Linn County Board of Supervisors
Legacy and Community Attraction Fund**

FY 21 FINAL REPORT

DUE: July 30, 2021

Grant Recipient:

Date:

Contact Person:

Phone:

Address:

Email:

Title of Grant Project:

Dollar amount of grant: \$

Amount expended: \$

Remaining dollar amount: \$

Project expense documentation (receipts or paid invoices) must be attached.

Any remaining balance of grant funds must be returned to Linn County. Make checks payable to "Linn County Treasurer" and mail to the address listed below.

Attach a separate sheet if necessary and use as much space as needed to respond to the following:

- 1. Accomplishments: Describe what was accomplished with the Legacy and Community Attraction grant funds. Relate accomplishments to stated project/program goals/objectives.*

2. *Who participated in the event and how?*

3. *Describe how the event or entity demonstrates the Linn County culture, history, or diversity and return on investment dollars.*

Submitted by: _____ Date: _____

Send final report to:
Linn County Board of Supervisors
ATTN: Barbara Schmitz
935 2nd Street SW
Cedar Rapids, IA 52404
barbara.schmitz@linncounty.org