



**LINN COUNTY
ECONOMIC DEVELOPMENT FUND PROCESS
FISCAL YEAR 2019**

1. Purpose

The Board of Supervisors established the Linn County Economic Development Fund following the 2008 flood to foster and support economic growth in Linn County.

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

Description	Date
Application Release	May 2018
Optional Presentations to Board of Supervisors	May – June 2018
Presentation Request Deadline	Friday, June 22, 2018 – 4:00 PM
Application Submission Deadline	Friday, June 29, 2018 – 4:00 PM
Application Review	July – August 2018
Award Notification	August 2018
Grant Report Deadline	Tuesday, April 30, 2019

3. Applicant Presentations

Optional applicant presentations may be given at Board meetings through June 27, 2018.

If your organization is interested in scheduling a presentation to the Board of Supervisors, contact Barbara Schmitz prior to 4:00 PM on Friday, June 22, 2018 at barbara.schmitz@linncounty.org or at (319) 892-5101.

The maximum presentation length is five (5) minutes. The Board of Supervisors may allow additional time for questions and answers if deemed necessary.

4. Submission Instructions

Either electronic or paper application submission is acceptable. Only one method of submission is necessary. Applications must be received by **4:00 PM Central Time on Friday, June 29, 2018**.

A. Electronic Submission

Submit to: barbara.schmitz@linncounty.org

B. Paper Submission

Mail/deliver five (5) copies to:
Linn County Board of Supervisors
Attn: Barbara Schmitz
935 2nd Street SW, 3rd Floor
Cedar Rapids, IA 52404

Only one application is allowed per organization per grant cycle, and only one project is allowed per application. If an organization submits more than one application, or submits an application requesting funding for more than one project, the proposal(s) will be deemed ineligible and will not be reviewed.

To ensure fairness, applications that are incomplete, do not follow guidelines, or miss the deadline will not be reviewed. Linn County reserves the right to waive irregularities and informalities in a submitted application.

5. Applicant Eligibility

Economic Development grants will be made only to organizations located in Linn County, Iowa or with a branch location in Linn County, and whose work benefits Linn County residents.

Applicants that have not completed previously funded projects or that have not submitted the required final report for previous Economic Development grants are not eligible for funding.

6. Project Eligibility

Grant funds may be used only for programs or projects that benefit Linn County residents. Requests for programmatic and capital projects are eligible. Requests for operating support are not eligible. 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 economic growth for Linn County
- B. Demonstrate a return on investment dollars
- C. Do not duplicate current economic development initiatives
- D. Demonstrate a sustainability plan for project continuation beyond Linn County funding

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 Economic Development 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 April 30, 2019.** Organizations that fail to meet this requirement will be ineligible for future Economic Development grants.

8. Evaluation Criteria

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

- A. Demonstrates economic impact and return on investment potential
- B. Has potential for long-term impact
- C. Serves a broad segment of the population
- D. Clearly describes project goals
- E. Demonstrates sound financial plans for future funding (sustainability) of the project/program
- F. Project does not duplicate current economic development initiatives

9. Selection Process

The Linn County Board of Supervisors Economic Development Fund receives 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 new applicants.

Funding decisions will be made in August.

Linn County Economic Development Fund

Application

Applicant Information:

1. Applicant/Organization Name:

2. Project Name/Project 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 so, please submit a business plan as an attachment.

6. Has applicant organization received previous Economic Development funding from Linn County?
Is applicant an applicant in good standing with Linn County; i.e., if Applicant has previously received Linn County economic development funds, was Applicant's final report submitted prior to the deadline?

Project/Program Information:

1. Describe project, location, and population served, as well as the problem or need it will address:

2. Describe project/program goals and objectives:

3. Economic vitality – Describe the economic impact the proposed project will have in Linn County.

4. What is the sustainability plan in order to provide ongoing program/project continuity?

5. Is Applicant working in partnership or collaboration with other entities? If so, identify project partners/collaborators.

6. Who will be responsible for performing the work and achieving programmatic goals and objectives? How is this person qualified?

7. Project milestone descriptions and timeline. Projects must be complete by April 30, 2019.

Financial:

1. Provide a detailed project budget as an attachment. In the space below, provide a brief description of each budget item.
2. Is Applicant accessing alternative funding sources? If so, please list source(s).
3. Does the funding requested leverage other funding? Is it a match for other funding? Please describe.
4. How will the proposed project leverage the funding dollars if awarded?

**Linn County Board of Supervisors
Economic Development Fund
FY 19 FINAL REPORT**

DUE: April 30, 2019

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 Economic Development grant funds. Relate accomplishments to stated project/program goals/objectives.*

2. *Who benefited from the project or program and how?*

3. *Describe how the project or program demonstrates promoting economic growth in Linn County and return on investment dollars.*

Submitted by: _____ Date: _____

Signature/Title

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