

# 2021 Competitive Grant Application Guidelines

- Any application requesting more than \$250,000 in funding will not be considered eligible for awarding of funds this cycle.

-(**OPTIONAL**) File a notification of Intent to Apply with LCRF, before September 13, 2021.

-Complete the application, in the original format and submit (two) copies (PDF) to LCRF.

1. Copy one, needs to be a PDF with all documentation included into one bundled submission to: [lcrfoundation@premieronline.net](mailto:lcrfoundation@premieronline.net)

2. Copy two, needs to be a hard copy of the PDF with all documents included and either land mailed to LCRF or hand delivered to LCRF Office before September 15, 2021.

Lyon County Riverboat Foundation

301 First Avenue

Rock Rapids, Iowa 51246

3. Non-profit organizations (**excluding governmental bodies and schools**) must submit the following supporting materials with both PDF's (copy one and copy two) in order to be eligible.

-If the organization files a federal **IRS 990 tax return**, a copy of the first page of the most recent year's return should be submitted.

-**Federal IRS Non-Profit Determination Letter**. This letter should show the tax exempt Status under 501c(3), 501c(6), etc. IRS code. (If you do not have one, call the IRS at 1-877-829-5500 to request a free copy to be sent to in the mail.

-**Iowa Secretary of State "Certificate of Standing"** from within the last two years should be submitted. Iowa requires that incorporated businesses and organizations update their status every 2 years. (to get one call SOS at 515-281-5204 to request a copy. There is a nominal charge for this service.)

4. Applications submitted showing their funding sources must be accompanied by **letters or documentation of confirmed matching funds on the letterhead of the funding source**. If Foundation funding will be used to leverage other funds that have not yet been committed, please include a detailed description of the process or plan to receive the funds.

5. If your organization is applying for funds for any program/project which involves property that is not owned or operated by the applicant, the applicant must provide authorization from the owner or operator of the facility. If the program/project will take place on city, county or school property, or with their equipment, then the project must be included in an authorizing resolution from those governmental bodies. The authorizing resolution must be approved prior to the application deadline.

6. The foundation Board of Directors and its grant review committee will evaluate each application based a predetermined criteria. Applicant's will be notified of the Foundation's funding decision.

7. The Foundation Board of directors reserves the right to request additional information prior to making its decision on funding. Such information may include but not limited to: the organization's budget and financial statements, bylaws, governing body and etc.

8. Applicant must be prepared to make an in-person presentation to the Board if requested.