



**SCOTT COUNTY REGIONAL AUTHORITY**  
**Funding Application Guidelines**

**1. Description of Allocations Process**

- A. The Scott County Regional Authority (SCRA) has three Allocation Panels (Education, Government & Non-Profit) which are responsible for reviewing grant applications. Each Panel may request to interview applicants for clarification. Each Panel recommends allocations of funds to the Board of Directors.
- B. Each Allocation Panel has eight members consisting of four community members and four SCRA board members.
- C. Scott County Regional Authority announces through the public media that applications for funding will be available to be submitted through the SCRA application portal on the website: [www.scottcountyregionalauthority.com](http://www.scottcountyregionalauthority.com) by March 1 and September 1 each year. Cycle deadlines for submission of applications are April 1 and October 1 each year (unless the 1st of the month falls on a Saturday or Sunday – submission must be made by 11:59 p.m. on the preceding Friday).
- D. Applicants will be notified of funding decisions in late May and November through the SCRA application portal.
- E. Grant Agreements will be assigned to the grant recipient’s account in the online grant portal and must be signed by the responsible fiscal agent and the grant recipient or contact person. Paragraph 2 must also be initialed by both parties. The Grant Agreement must be uploaded and submitted through the online grant portal by the required date. Funds will not be available for distribution until the grant agreement is received and accepted.
- F. Payment will be made to the grant recipient upon receipt of vendor invoice(s) or signed bid(s)/contract(s). Acceptable reimbursement documentation must be submitted by accessing the invoice agreement assigned to the grant recipient’s account in the online grant portal.
- G. The SCRA online grant portal may be accessed at any time using the “Apply For A Grant” button on the grant application page of the SCRA website or through the following direct link: <https://www.grantinterface.com/common/logon.aspx?eqs=aBcdzT88cirDY6pSS0wmdivnGbtv11100>

**2. Qualifications for Organizations to Receive Grants**

- A. The Non-Profit organization must be exempt from federal income taxes under section 501(c)(19) of the Internal Revenue Code, or be a government entity, or education institution. ALL NON-PROFIT applicants IRS 501(c) designation will be confirmed by SCRA through the Guidestar feature of the online application system.

- B. The organization must serve residents of Scott County and the grant must be used for services to Scott County residents.
- C. The organization must be incorporated or chartered or authorized to do business in the state of its principal place of business or chartered or licensed by the U. S. Government. ALL NON-PROFIT applicants must maintain legal existence and remain in good standing with the state of its principal place of business.
- D. The organization must have a local office and a local corporate board of directors with a significant number of members who are residents of Scott County.
- E. ALL NON-PROFIT applicants must upload a Balance Sheet AND Income Statement for the most recent full fiscal year with each application.
- F. Organizations must also have available for review upon request the following documents – do not submit with grant application:
  - 1. A financial statement for the previous year as prepared by an outside independent accountant.
  - 2. The organization's budget for the present year and the year for which the grant is sought.
  - 3. A copy of the organization's annual report for the previous year.
- G. Any questions regarding the eligibility of any organization or project to qualify under these guidelines will be referred to the SCRA Board of Directors for a decision in the matter.

### 3. Limitations on Grants

- A. Grants will **not** be made to individuals, including scholarships.
- B. Grants will **not** be made to political causes, political candidates or lobbying efforts.
- C. Grants will **not** be made to support endowment funds.
- D. Grants will **not** be made to fund an organization's operating deficits, or ongoing operating expenses.
- E. SCRA does **not** normally fund personnel expenses, except for outside contracted services for specific projects. Personnel expenses include salaries and benefits for part or full time employees.
- F. Grants will **not** be made for expenses of fund raising campaigns.
- G. Each grant must be for a defined program or project which must commence within twelve months of the grant cycle approving such grant (June 1 or December 1). Grant funds must be expended within the same time frame and invoiced to SCRA within 60 days after the grant cycle ends.

In the event the project cannot be completed within the twelve month period, the organization must submit a written request for an extension prior to the expiration date specifying valid reasons.

Grant awards are to be used for the purposes specified in the grant, which may represent all or any part of the project(s) specified in the grant application. Requests for payment of expenses outside the scope of the grant will be denied.

- H. According to the Iowa Racing & Gaming Commission, no licensee or qualified sponsoring organization shall make a distribution to any organization that has an employee, officer or director who is a member of the commission. This provision does not apply to employees, officers, directors or trustees of political subdivisions or their affiliated agencies or boards. No commissioner shall express, or otherwise attempt to influence, a qualified sponsoring organization as to the commissioner's preference for a potential grantee.
- I. **All grants in the amount of \$100,000 or more** will comply with the SCRA multi-cycle grant policy and are subject to continued revenue receipts from the Isle of Capri Casino - Bettendorf. Organizations will notify the SCRA Board of their intent to submit a grant during the current grant cycle prior to the submission of the grant and request an appointment for discussion with the board. The meeting with the board shall be scheduled to be held **on the third Thursday in March or September**. If applying to both SCRA and RDA, a joint presentation may be scheduled at an alternate time. Contact the SCRA office: 563-344-2626 or SCRAIOWA@aol.com for an appointment.

SCRA Board Policy #202 outlines the process for multi-cycle grants. A copy may be obtained by emailing the SCRA office: SCRAIOWA@aol.com.

#### 4. Process for Education Applications

- A. All public school applications must be submitted through the Principal and forwarded to a District Review Committee which will prioritize all District grant applications for each grant cycle. The Review Committee will consist equally of administrators, teachers, parents and students.
- B. All applications must be approved by the Principal and Superintendent of the District.
- C. All grants submitted by organizations, such as **PTA, PTO, booster clubs, other school clubs etc.**, affiliated with schools and the school districts are required to be submitted to the school districts priority committee for evaluation and prioritizing and must be signed by the principal and superintendent. This includes organizations that have independent 501(c) designation.
- D. All non-public schools and related school organizations must have a review committee to prioritize grant requests in compliance with "A" above.

*The SCRA is supportive of gaming addiction programs.*