



**LINN COUNTY  
ECONOMIC AND COMMUNITY DEVELOPMENT  
FUND  
FISCAL YEAR 20 23**

**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	June 2022
Application Submission Deadline	Thursday, July 28, 2022 at 5 p.m.
Application Review	July-August 2022
Award Notification	August 2022
Grant Report Deadline	July 1, 2023

**3. Submission Instructions**

Either electronic or paper application submission is acceptable. Only one method of submission is necessary. Applications must be received by **Thursday, July 28, 2022 at 5 p.m.**

A. Electronic Submission

Submit to: [Emily.Schutz@LinnCountyIowa.gov](mailto:Emily.Schutz@LinnCountyIowa.gov); [Brent.Oleson@LinnCountyIowa.gov](mailto:Brent.Oleson@LinnCountyIowa.gov)

B. Paper Submission

Mail/deliver to:

Linn County Board of Supervisors  
Attn: Emily Schutz; Brent Oleson  
935 2<sup>nd</sup> Street SW, 3<sup>rd</sup> Floor  
Cedar Rapids, IA 52404

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

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

**4. Applicant Eligibility**

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

**5. Project Eligibility**

Grant funds may be used only for programs or projects that directly benefit Linn County residents. Priority is given to requests for programmatic and capital projects over requests for operating support. Grant funds may be used only for expenses that have not yet been incurred. Projects are funded for one-year increments.

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

- A. Promote economic growth and/or community development in Linn County
- B. Demonstrate a return on investment dollars
- C. Do not duplicate current economic or community development initiatives
- D. Demonstrate a sustainability plan for project continuation beyond Linn County funding

## 6. 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: [Emily.Schutz@LinnCountyIowa.gov](mailto:Emily.Schutz@LinnCountyIowa.gov) ; [Brent.Oleson@LinnCountyIowa.gov](mailto:Brent.Oleson@LinnCountyIowa.gov)
- 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 Emily Schutz 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. **Final reports are due July 1, 2023. Organizations that fail to meet this requirement will be ineligible for future Economic and Community Development grants without specific Board of Supervisors approval.**

## 7. Evaluation Criteria

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

- A. Demonstrates economic impact and/or community development 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 and/or community development initiatives

## 8. Selection Process

The Linn County Board of Supervisors Economic and Community 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.



## FY23 Linn County Economic and Community 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 yes, please submit a business 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?

### 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. Project vitality - describe the economic or community development 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 yes, 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. Provide project milestone descriptions and timeline. Projects must be complete by July 1, 2023.

## **Financial**

1. What is the dollar amount of your request?
2. Provide a detailed project 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  
Economic and Community Development Fund  
FY 23 FINAL REPORT**

**DUE: July 1, 2023**

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 and Community 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 the promotion of economic and/or community development in Linn County and return on investment dollars.

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Send final report to:**  
Linn County Board of Supervisors  
ATTN: Emily Schutz  
935 2<sup>nd</sup> Street SW  
Cedar Rapids, IA 52404  
or  
[Emily.Schutz@LinnCountyIowa.gov](mailto:Emily.Schutz@LinnCountyIowa.gov)