

2017 Dubuque Racing Association Grant Application for Individual Schools in Dubuque Community School District, Western Dubuque Community School District or Holy Family Schools

Schools in Dubuque Community School District, Western Dubuque Community School District and Holy Family Schools are to use this form to apply for a 2017 DRA grant. Once completed this form is to be forwarded to the respective district personnel (DBQ to Joni Lucas jlucas@dbqschools.org; WD to Mary Ann Trumm maryann.trumm@wdbqschools.org ; HF to Todd Wessels twessels@holyfamilydbq.org) for approval by the District. The District will compile all the requests and transmit them to the DRA.

2016 Deadlines

Application Available: January 18, 2017

Application Submitted to District Deadline: February 16, 2017

Grant Award Announcement: May 17, 2017

All 2017 Grant funding must be collected by 5:00 PM CST, Friday December 15, 2017

Rules and Application Process

An applicant may expect the following rules and procedures in regard to their request:

- All Charitable Grant funding must be collected by 5:00 p.m. on December 15, 2017.
- Applicants must answer every question. Answering a question with Not Applicable (N/A) or See Appendix is not acceptable, unless otherwise noted, the application will be disqualified. Do not leave any questions blank.
- Applicants are not allowed to enter into an agreement or purchase the item(s) requested in this grant application prior to receiving notification of the award from the Dubuque Racing Association in the spring. This means that the organization may not purchase the item(s) or enter into a contract for the item(s) listed in the grant until the District has returned the DRA Grant Award and Agreement. The Grant Committee's recommendations will be presented to the DRA Board of Directors no earlier than the May 2017 meeting.

Grant Requests Over \$10,000

The maximum amount that can be requested is \$25,000. However, any grant request \$10,000 or more will be required to have a 25% match of the TOTAL project cost, whether monetary or in-kind. In kind labor will be at a rate of \$15 per hour.

Eligibility

Schools are allowed ONE application. If an affiliated organization is applying on behalf of the school the affiliated organization must hold a 501(c)(3) in its own name (no sharing allowed).

Limitations

The Dubuque Racing Association will not fund the following:

- Individual travel expenses or seminars.

- Salaries, wages, benefits, or other employee-related costs. Exception: If your project involves hosting a guest speaker or group to address a group or event, the grant will fund the contractual fee, but not the travel expenses.
- Recurring expenses, except "start-up costs."
- Operating expenses including staff, rent payments, lease payments, and utilities.
- Participation in capital campaigns or endowment funds.
- Political causes, candidates, and lobbying efforts.
- Individuals, including scholarships and personal benefits.
- Debt incurred or purchases made prior to grant award notification.
- If the project was submitted but not funded the previous year, it is eligible for the program the next year; therefore, projects or programs funded by the DRA the previous year are not eligible for funding this year.

Acknowledgement

If selected, the organization must provide public acknowledgement of the grant award at the expense of the organization. Appropriate acknowledgements may take the form of:

- Erection of plaque or marker on site acknowledging the DRA funding.
- Visible recognition of contribution via press release or other media.
- DRA logo on marketing materials such as brochures, billboards, etc.
- Photo of project in the local paper, website links and/or stationery.

Summary Information

Name of the School

Mailing Address

City

State

Zipcode

Phone

E-mail

Principle's Information

Prefix

First Name

Last Name

E-mail

Name of Individual Completing Grant Application

Prefix

First Name

Last Name

Title

E-mail

Summary of Project/Program Request

Request Category

Total Project/Program Cost

Total Amount Requested from DRA

Is the amount requested \$10,000 or more? Yes

If your request is \$10,000 or more, please submit verifiable documentation of the match.

Project/Program Detail

Project Description

Purpose/Goal: What is the purpose/goal of the requested project or program?

Need Statement: State the need for such a project or program.

Timeline: What is the timeline for the project or program?

Unique Project Details: What makes your program or project unique?

Project Breakdown: Breakdown your request into separate items, prioritize each item with the dollar amount

Impact: Briefly describe what impact a DRA Grant would have on your school.

Other Sources: If the total amount requested is not received, wher will remaining funds come from?

Attachments

Please include the following attachments labeled appropriately.

Project Estimate/Bid from Supplier or Contractor:

One copy of the project estimate/bid from the supplier or contractor, or any documentation that demonstrates you have researched the cost of the project/program for which you are requesting funding. Do not attach brochures, literature, or photos. Local suppliers/vendors should be used

Documentation of Match:

If your request is \$10,000 or more, verifiable documentation of the match must be attached. (This might include a letter signed by Board President stating organizational match or a letter from Supplier committing to an in-kind donation of supplies and/or services.)

Marketing Plan:

A one page, detailed marketing plan of how the DRA will be publicly recognized should this grant be awarded. Please be specific. PLEASE NOTE: All public acknowledgements are at the expense of the organization receiving the funds.

Save this form as a PDF file and email it along with all the attachments to one of the following:

Dubuque Community Schools -- Joni Lucas jlucas@dbqschools.org

Western Dubuque Community Schools -- Mary Ann Trumm maryann.trumm@wdbqschools.org

Holy Family Schools -- Todd Wessels twessels@holyfamilydbq.org