



## **2018 Dubuque Racing Association Grant Application**

**Individual Schools in:**

**Dubuque Community School District**

**Western Dubuque Community School District**

**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 2018 DRA grant. Once complete, this form is to be forwarded to the respective district personnel for approval by the district. The district will then compile the requests and submit them to the DRA. Please send completed forms to the following:

**Dubuque Community Schools:** Joni Lucas [jlucas@dbqschools.org](mailto:jlucas@dbqschools.org)

**DEADLINE: Wednesday, February 21, 2018**

**Western Dubuque Schools:** Mary Ann Trumm [maryann.trumm@wdbqschools.org](mailto:maryann.trumm@wdbqschools.org)

**DEADLINE: Friday, February 16, 2018**

**Holy Family Catholic Schools:** Todd Wessels [twessels@holyfamilydbq.org](mailto:twessels@holyfamilydbq.org)

**DEADLINE: Friday, February 16, 2018**

### **2018 Deadlines**

Applications must be submitted by the dates listed above. Please note that different districts have different application deadlines.

The DRA will make the announcement of grant awards no earlier than Tuesday, May 15, 2018. The amount awarded to individual schools will be coordinated at the district level.

All grant funding must be collected by 5pm on Friday, December 14. Please note that your district office will likely have an earlier date for submission as their office must have their report to the DRA by this deadline.

### **Rules and Application Process**

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

- 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 2018 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 "startup 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:

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

### **School Information**

School Name:

Mailing Address:

City:

State:

Zip:

### **Principal Information**

Prefix:

First Name:

Last Name:

Email:

Phone:

### **Information for Individual Completing Grant Application**

**(if someone other than principal)**

Prefix:

First Name:

Last Name:

Title:

Email:

Phone:

### **Summary of Project/Program Request**

Request Category:

Total Project/Program Cost:

Total Amount Requested from the DRA:

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

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

## **Project/Program Detail**

### Project Description

What is the **purpose/goal** of the requested project or program?

State the **need** for such a project or program.

What is the **timeline** for the project or program?

What makes your program or project **unique**?

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

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

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

## **Attachments**

### **Project Estimate/Bid from Supplier or Contractor:**

A 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 on how the DRA will be publicly recognized should this grant be awarded. Please note that grant recognition should go to **Dubuque Racing Association**. The Dubuque Racing Association, Ltd. (DRA) is an Iowa not-for-profit corporation which operates Q Casino. The DRA holds the license for casino operations at its Schmitt Island facility, as well as the Qualified Sponsoring Organization for the Diamond Jo Casino located in the Port of Dubuque.

## **Submitting Your 2018 DRA Grant**

Once this form is complete, email the final version along with all the attachments listed above to the appropriate district office. Please be sure your school name is included in the final file name for the application (ie: DRA\_Hempstead\_2018.pdf).

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## **Grant Submission Checklist**

Reviewed application to ensure it is complete.  
Project estimate/bid from supplier is included.  
Documentation of match (for grants over \$10,000) included.  
Marketing plan complete and included.