



# Prairie Meadows Youth Sports and Recreational Grants Program Guidelines and Applicant Information

***Application Deadline: Thursday, February 29, 2024***

## **PACKET CONTENTS IN ORDER OF APPEARANCE** **(Please read all packet contents prior to starting your application.)**

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## **I. PRAIRIE MEADOWS YOUTH SPORTS AND RECREATIONAL GRANT PROGRAM OVERVIEW AND APPLICATION DEADLINE**

Through the Prairie Meadows Youth Sports and Recreational Grant Program, Prairie Meadows seeks to benefit as many qualified organizations as possible with the funds available. Youth Sports and Recreational Grant requests can be in the range of \$1,000 – \$50,000.

Because funds are limited, Prairie Meadows is unable to act favorably on all applications received. Each application is carefully evaluated on overall community impact, compliance with Prairie Meadows' guidelines, and availability of funds.

Prairie Meadows does not always provide the entire amount requested by grant applicants. Prairie Meadows reserves the right to partially fund requests in order to provide funding to more organizations and projects.

The deadline to submit a Prairie Meadows Youth Sports and Recreational Grant Application is Thursday, February 29, 2024, at 5:00 p.m. All applications must be submitted via the Prairie Meadows Online Application and Reporting System. No exceptions will be made. Any application received after 5:00 p.m. on Thursday, February 29, 2024 will not be considered.

## **II. ELIGIBILITY REQUIREMENTS**

Applicants must be non-profit, tax-exempt organizations located in the state of Iowa and meet one of the following criteria:

- A. Have received a formal 501(c)(3) tax exempt status from the Internal Revenue Service (organizations awaiting IRS tax exempt status are not eligible to apply for funding from Prairie Meadows), or
- B. Are units of political subdivisions, are public school districts, or are religious organizations, or
- C. Have received a formal 501(c)(4) status for the promotion of social welfare from the Internal Revenue Service (organizations awaiting IRS 501(c)(4) status are not eligible to apply for funding from Prairie Meadows)

Prairie Meadows Youth Sports and Recreational Grants are for projects primarily located in the following counties:

- I. Polk
- II. Warren
- III. Story
- IV. Jasper
- V. Marion
- VI. Boone
- VII. Dallas
- VIII. Madison
- IX. Marshall

Applicants requesting funding for more than one project must complete and submit a separate grant application for each project.

Applicants may submit a grant application for a project to only one of the following grant programs:

- Prairie Meadows Legacy Grant
- Prairie Meadows Community Betterment Grant
- Prairie Meadows Youth Sports and Recreational Grant Programs

### **III. GRANT REVIEW TIMELINE**

The Prairie Meadows Grant Advisory Committee will review all eligible Youth Sports and Recreational Grant Applications. After thorough evaluation by the Grant Advisory Committee, the recommended applications will be forwarded to the Prairie Meadows Board of Directors for approval. All Youth Sports and Recreational applicants will receive notice of the committee and board's decision in July 8, 2024. Funding will be provided to recipients in July and must be utilized by July 1, 2025.

### **IV. FUNDING PRIORITIES AND LIMITATIONS**

Prairie Meadows Youth Sports and Recreational Grants are specifically for Youth Sports and Recreational Activities, such as improving equipment, instruments, facilities and uniforms, encouraging youth to participate in sports, band, cheerleading and other recreational activities. Prairie Meadows Youth Sports and Recreational Grant Program serves youth 19 years old and younger.

A. Prairie Meadows awards Youth Sports and Recreational Grants for the following projects:

- I. Equipment or Instruments
- II. Uniforms
- III. Infrastructure
  - i. Fields
  - ii. Scoreboards
- IV. Technology and other enhancements
- V. Projects that provide services for low-income, at-risk, or underserved kids
- VI. Other projects that encourage youth to participate in sports and other recreational activities

B. Prairie Meadows looks favorably upon programs that:

- I. Administer effective projects
- II. Demonstrate financial stability and accountability
- III. Provide measureable and meaningful results
- IV. Have an impact on a measureable number of lowans
- V. Have funding sources other than Prairie Meadows, the majority of which are already identified and secured
- VI. Will allow the organization to introduce new opportunities to a large number of youths

C. Prairie Meadows will **not** accept Youth Sports and Recreational Grant Applications for:

- I. Conference, seminar, or convention attendance or expenses for employees, volunteers, board members, or anyone related to your organization
- II. Debt-reduction or retirement campaigns
- III. Educational scholarships
- IV. Expenses for fundraising/campaign consultants or contracted services
- V. Expenses for grant writers or grant application preparers
- VI. Feasibility studies, operating, or strategic plans
- VII. Fellowships

- VIII. General ongoing operational expenses including rent, mortgage payments, utilities, monthly fees, or phone or internet usage fees
- IX. Items or services purchased or received before July 1, 2023 - July 1, 2024
- X. Memorials for an individual
- XI. Personnel expenses including salaries, bonuses, and/or employee benefits or coaching staff compensation or travel expenses
- XII. Political parties, campaigns, candidates, or partisan organizations
- XIII. Projects that have already been completed or will be completed between July 1, 2023 and July 1, 2024
- XIV. Promotional pieces that are not related to the project
- XV. Repayments on loans
- XVI. School parties at any grade level, including, but not limited to, graduation ceremonies and post-prom parties
- XVII. An organization that has an overdue Prairie Meadows requirement
- XVIII. Individuals, for any purpose
- XIX. Organizations, projects, or programs outside Iowa
- XX. Organizations that would redistribute the Prairie Meadows Youth Sports and Recreational Grant funds to other groups (with the exception of a fiscal agent)

## **V. GRANT APPLICATIONS FROM SCHOOL DISTRICTS**

Any school district that will be submitting more than one Youth Sports and Recreational Grant Application must submit a signed and completed school board resolution. The resolution must include a ranking of the Youth Sports and Recreational Grant Applications in order of the board's funding priorities for the entire district.

All organizations within a school district that are submitting a Youth Sports and Recreational Grant Application must be included on the school board resolution. These organizations may include, but are not limited to: Booster Clubs, PTO/PTA, Schools, Classes, Alumni Associations, Sports Teams, Clubs, or Foundations.

The signed and completed school board resolution must be submitted with the Grant Application or a copy can be sent via email to [cbettermentgrants@prairiemeadows.com](mailto:cbettermentgrants@prairiemeadows.com) by Thursday, February 29, 2024 at 5:00 p.m.

A school board resolution template is available at <https://www.prairiemeadows.com/about-us/grant-programs>

## VI. HOW TO APPLY FOR A PRAIRIE MEADOWS YOUTH SPORTS AND RECREATIONAL GRANT

- A. Thoroughly review the Youth Sports and Recreational Grant Program Guidelines and Applicant Information packet in its entirety before you begin your application.**
- B. Determine if your organization and proposed project are eligible to apply for a Prairie Meadows Youth Sports and Recreational Grant. If you have questions, contact Prairie Meadows at (515) 967-8636, or [cbettermentgrants@prairiemeadows.com](mailto:cbettermentgrants@prairiemeadows.com).
- If your organization and project are eligible to apply for a Prairie Meadows Youth Sports and Recreational Grant, go to <https://www.prairiemeadows.com/about-us/grant-programs> and select “Apply for a Prairie Meadows Youth Sports and Recreational Grant.”
- C. Create a username and password if this is your first time accessing the Prairie Meadows Online Application and Reporting System. If you are a returning user, proceed to log into your Prairie Meadows Online Application and Reporting System account.
- D. Enter your organization’s IRS Tax Identification Number.
- E. Complete the Youth Sports and Recreational Grant Application Eligibility Quiz.
- F. If you do not pass the eligibility quiz, your organization, or the project for which you seek funding, does not meet Prairie Meadows Youth Sports and Recreational Grant guidelines. If you need assistance, contact Prairie Meadows at (515) 967-8636 or [cbettermentgrants@prairiemeadows.com](mailto:cbettermentgrants@prairiemeadows.com).
- G. Once you successfully complete the eligibility quiz, you will automatically be directed to the Prairie Meadows Youth Sports and Recreational Grant Application.
- H. *Review the entire application before you begin.*
- I. You can start your application, save your work, and come back to it at any time. Use the “Save and Finish Later” option at the bottom of each page to do so. To go back to your saved application, go to <https://www.prairiemeadows.com/about-us/grant-programs> and select “Log Into Your Prairie Meadows Online Application and Reporting System Account.”
- If you select “Apply for a Prairie Meadows Youth Sports and Recreational Grant,” you will be prompted to begin a new Grant Application.
- J. When you have completed your Youth Sports and Recreational Grant Application and are ready to submit it to Prairie Meadows, select “Review and Submit.” When you have successfully submitted your Prairie Meadows Youth Sports and Recreational Grant Application, you will receive a confirmation email.

**Youth Sports and Recreational Grant Applications  
must be submitted by 5:00 p.m. on Thursday, February 29, 2024.**

**Completing the Prairie Meadows Youth Sports and Recreational Grant Application online is the only way to submit an application to be considered for funding.** If you need assistance, please contact Prairie Meadows at (515) 967-8636, or [cbettermentgrants@prairiemeadows.com](mailto:cbettermentgrants@prairiemeadows.com).

## **GRANT PROJECT BUDGET WORKSHEET**

The Prairie Meadows Youth Sports and Recreational Grant Project Budget Worksheet must be completed and submitted with your Grant Application. Your organization will need to include an itemized project budget with items, or descriptions, and prices, funding secured, and from who, as well as funds your organization is planning to secure. Lastly, your organization will need to provide a listing of the items and prices for which your organization would use the requested grant funds for.

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**Total Project Budget for the grant you're applying for:** List the project expenses with descriptions and amounts.

<i>Project Expense Description</i>	<i>Expense Amount</i>
<b>Total Project Budget for the grant you're applying for:</b>	<b>\$0.00</b>

**SAMPLE**

**Total Funding Secured:** List the funders and amounts secured for the project.

<i>Name of Funder / Source of Funds</i>	<i>Amount Secured</i>
<b>Total Funding Secured for Project:</b>	<b>\$0.00</b>

**Pending Funds:** List the funders and amounts for which you have pending for this project.  
\*Do not include the amount you are requesting from Prairie Meadows\*

<i>Name of Potential Funder / Source of Funds</i>	<i>Date Requested</i>	<i>Notification Date</i>	<i>Amount Requested</i>
<b>Total Amount Pending for Project:</b>			<b>\$0.00</b>

**Requested Funds:** How will the funds requested from Prairie Meadows be utilized for this project? List how the funds will be utilized.

<i>Grant Request Expense Description</i>	<i>Amount</i>
<b>Amount of Funding Requested from Prairie Meadows:</b>	<b>\$0.00</b>

## **VIII. GRANT PRICE DOCUMENTATION**

Along with the completed Prairie Meadows Youth Sports and Recreational Grant Project Budget Worksheet, your organization must submit price documentation for the items or services you are requesting a grant for. Price documentation may include bids, price quotes, product purchase information, prior receipts, newspaper/online price listings, etc. Price documentation only needs to be submitted for the items or services you are requesting funds from Prairie Meadows for.

If you have questions about the Price Documentation requirement, please contact Prairie Meadows at (515) 967-8636, or [cbettermentgrants@prairiemedows.com](mailto:cbettermentgrants@prairiemedows.com). Any application that does not submit the required Price Documentation will be declined and will not be considered for funding.

Any application that states the Price Documentation requirement does not apply to their request or organization will be declined and will not be considered for funding.