



NEXUS
FUNDING PROGRAM
CLARKE COUNTY DEVELOPMENT CORPORATION

HORIZON

SPARK GRANT

Microgrants dedicated to smaller or early-stage funding for grassroots community programs and/or projects.

FLASHPOINT

COMMUNITY

The NEXUS Funding Program is offered through the Clarke County Development Corporation to local qualifying nonprofit organizations. The purpose of these funding programs is to help support community and economic development across Clarke County, Iowa.





SPARK GRANT PROGRAM GUIDE

Thank you for your interest in the Clarke County Development Corporation (CCDC) Spark Grant Program. The following guidelines provide specifications and details regarding eligibility, funding requirements, application procedures, and other requirements applicable to Spark Grant requests.

CCDC Spark Grants are microgrants dedicated to smaller or early-stage funding for grassroots community programs and/or projects. The budget base for CCDC Spark Grants is **\$501 to \$99,999**. Funding requests less than \$501 can be processed through the CCDC Community Donation application or, in certain cases through the CCDC Flashpoint Fund.

Because CCDC grant funds are finite, all applications are evaluated based on eligibility, project readiness, community impact, strategic alignment, available funding, and the equitable distribution of CCDC resources.

If you have questions regarding the Spark Grant Program or application process, please contact the CCDC office at 641-342-2944 or info@clarkecountyiowa.com.

Eligibility

Eligible applicants may include Clarke County, Iowa nonprofit corporations, federally tax-exempt organizations recognized under applicable provisions of Section 501(c) of the Internal Revenue Code, governmental entities, educational institutions, and other qualifying organizations, provided that the proposed use of funds is eligible under Iowa Code Chapter 99F and applicable provisions of Chapter 99B.

Under Iowa Code Chapter 99F and applicable provisions of Chapter 99B, eligible applicants may request funding for projects or ventures involving:

- Civic uses
- Public uses
- Educational uses
- Charitable uses
- Religious uses
- Patriotic uses
- Uses that otherwise lessen the burden of government on the taxpayer

CCDC may establish additional program requirements and funding limitations beyond the minimum eligibility requirements established under Iowa law.

Grant Applicant Classification & Matching Requirements

CCDC recognizes that applicants have substantially different access to public, institutional, private, and philanthropic resources. To provide equitable access to CCDC funding, applicants are classified according to the nature and funding structure of the organization.

1. Governmental and Institutional Applicants

Governmental and Institutional Applicants generally include organizations that receive public tax revenues, governmental appropriations, institutional revenues, or other established sources of public or institutional funding and therefore have greater access to resources with which to provide matching funds.

Examples may include:

- Cities and municipalities
- Counties
- School districts and other public educational institutions
- Public agencies and instrumentalities
- Hospitals and healthcare institutions
- Other governmental or institutional entities with comparable funding structures

Governmental and Institutional Applicant Matching Requirement: 1:1

Governmental and Institutional Applicants must provide matching funds equal to at least 100% of the amount requested from CCDC.

Example:

<i>Applicant</i>		<i>CCDC</i>		<i>Total Project</i>
\$15,000	+	\$15,000	=	\$30,000

The CCDC Grant Committee may require a greater or lesser applicant contribution when appropriate, based on the nature, scope, or total cost of the project. The CCDC Grant Committee has final decision-making authority on all matching fund requirements.

2. Community-Based Organization Applicants

Community-Based Organizations generally include organizations that are certified 501(c)(3) or have an equally qualifying nonprofit certification, rely substantially on donations, grants, membership support, volunteer resources, fundraising, or other limited or variable sources of revenue and may have greater difficulty securing significant matching funds.

Examples may include:

- Community nonprofit organizations
- Volunteer organizations
- Churches and religious organizations
- Qualifying foundations
- Community service organizations
- Other organizations meeting Iowa Code Chapter 99F/99B eligibility requirements

Community-Based Organization Applicant Matching Requirement: Matching Requirement: 1:3

Community-Based Organizations must provide matching funds equal to at least 25% of the project/program cost. CCDC may provide up to 75% of the eligible project cost, subject to all other program requirements, available funding, and the CCDC Board's approval.

Example:

<i>Applicant</i>		<i>CCDC</i>		<i>Total Project</i>
\$15,000	+	\$45,000	=	\$60,000

The CCDC Grant Committee may require a greater or lesser applicant contribution when appropriate, based on the nature, scope, or total cost of the project. The CCDC Grant Committee has final decision-making authority on all matching fund requirements.

For joint applications involving multiple tax-exempt organizations, each party is considered a recipient and is subject to all requirements of the grant.

Project/Program Requirements

Each application must identify an independent and specific Project/Program for which CCDC funding is being requested.

The application will require the applicant to define, as applicable:

- Project description and/or program purpose
- Scope of work
- Project budget
- Sources of funding
- Project timeline
- Expected outcomes and community impact
- Distinct department, division, program, facility, or community function, when applicable

The project budget submitted with an application must represent the defined scope of the Project/Program for which funding is requested. Projects may be implemented in multiple phases when the phases represent legitimate, independently identifiable stages of the overall project and have defined scopes, budgets, funding sources, timelines, and outcomes. CCDC may consider subsequent phases of a project for future funding cycles; however, funding of one phase should not create an expectation of funding for subsequent phases. Applicants may not artificially divide a project, phase, component, or funding request for the primary purpose of circumventing CCDC funding limitations.

CCDC may determine that multiple applications, phases, components, or funding requests constitute a single Project/Program when they are substantially related, share a common overall purpose, are dependent upon one another, or represent components of a larger project.

For governmental, institutional, or other organizations operating through multiple departments, divisions, programs, or functions, CCDC may evaluate each request according to its distinct department, program, function, funding source, purpose, and budget when determining whether requests constitute separate Project/Program and its potential impact on future funding limitations or qualifications.

CCDC Annual Funding Allocation

Because CCDC operates with a finite annual grant budget, CCDC seeks to provide equitable access to funding among eligible applicants and community needs.

No applicant organization may ordinarily receive more than **25% of CCDC's average annual grant distributions**, calculated using an annual (calendar year) three-year average of total CCDC grant distributions.

The annual funding allocation applies collectively to all CCDC grant programs, including Horizon, Spark and Flashpoint Fund Grants. Funding received through the CCDC NEXUS Funding Program will therefore be combined when determining an applicant's total CCDC funding for purposes of the annual allocation.

Calculation of Annual Allocation

The annual allocation will be calculated as follows:

Total CCDC grant distributions for the preceding three completed fiscal years ÷ 3 = Average Annual CCDC Grant Distribution

Average Annual CCDC Grant Distribution × 25% = Presumptive Maximum Annual Applicant Allocation

For example, if CCDC distributed an average of \$1,200,000 annually during the preceding three-year period: $\$1,200,000 \times 25\% = \$300,000$

In this example, \$300,000 would represent an applicant's presumptive maximum annual allocation from CCDC.

The 25% annual allocation is a funding limitation and not an assumption to funding. An applicant's unused or remaining allocation does not guarantee that funding will be available for subsequent requests.

Possible Consideration Above the 25% Allocation

The Grant Committee may recommend that an applicant receive funding beyond the 25% annual allocation when the Committee determines that exceptional circumstances or the significance of the request warrant consideration.

In evaluating a request that would cause an applicant to exceed the 25% annual allocation, the Grant Committee may consider factors including:

- Economic development impact
- Workforce development impact
- Community development and quality-of-life impact
- Number and breadth of individuals, businesses, or organizations served
- Regional significance
- Availability of alternative funding sources
- Applicant's demonstrated financial commitment
- Ability of the project to leverage CCDC funds
- Project readiness and likelihood of successful completion
- Long-term sustainability and community benefit
- The equitable distribution of CCDC funds among applicants and community needs
- Other factors deemed relevant by the Grant Committee or CCDC Board

Approval of funding above the 25% annual allocation is not automatic and remains subject to CCDC Board input, Grant Committee approval, and available funding.

For purposes of calculating an applicant's annual funding allocation, CCDC may consider related applications, phases, components, or requests to be a single Project/Program when appropriate.

Grant Cycle & Application Frequency

A Standard Grant Cycle consists of the following stages:

First hearing of the grant application: A grant cycle begins with the initial presentation of an application to the CCDC Board, includes Grant Committee review (generally 30-days or until the next scheduled CCDC Board meeting).

Second hearing and vote on the grant application: The following board meeting will consist of additional CCDC Board discussion and Grant Committee's vote on the application. If the application is approved an award letter, grant agreement, and reporting document(s) will be sent to the applicant. CCDC staff will work with the applicant on award distribution (based on project schedules, budgets, fund availability, etc.) once the award agreement has been signed and returned.

If circumstances require a grant consideration to extend beyond the typical two-meeting process, the applicant will be notified and CCDC staff will communicate the anticipated timeline and steps necessary to bring the request to completion.

An additional grant application may not be submitted while a previous application is under consideration or fulfillment, unless otherwise approved by the Grant Committee.

The CCDC Grant Committee has final decision-making authority on all grant review and scheduling requirements and, based on the nature, scope, or total cost of the project can choose to alter a cycle duration for the grant in question.

The submission of an application does not create an assumption of funding.

How to Apply

Clarke County Development Corporation (CCDC) provides a standardized grant application form. All applicants will receive this form along with these guidelines.

- You must use the official CCDC application form.
 - Any additional documents or supporting materials should be attached at the end of your completed application. Please **do not** insert them within individual answers.
 - If the application form is reproduced, the layout and format must remain unchanged.
 - Applications that do not follow this format will be returned and not considered.
 - If needed, an editable Microsoft Word version of the application can be emailed to you upon request.
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Application Process

Qualifying applicants can expect the following steps during the application process:

- Applications and guidelines will be provided to all interested applicants.
 - Completed applications must be received by the end of the last business day of each month.
 - Applications cannot be submitted by fax.
 - The CCDC Grant Committee will review submissions and receive comments from the CCDC Board of Directors.
 - Applicants will receive a written response regarding their request.
 - Organizations receiving grant awards must sign and return a Grant Award Agreement within 10 business days of receipt.
 - A resolution or written consent from the organization's governing body must be included with the application.
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Funding Limitations

Spark Grants **will not** fund the following:

1. Travel or seminars.
2. Recurring or on-going expenses, except "start-up costs."
3. Political causes, candidates, and lobbying efforts.
4. Individuals, including scholarships and personal benefits.
5. Debt incurred or purchases made prior to grant award notification.
6. Projects already "in progress."
7. Use for the personal benefit of an organization's members.
8. Support discriminatory activities.

9. Support private, for-profit businesses.
 10. Proposals to salvage programs.
 11. Being the primary source of operating budget support.
 12. No pass-through of grants funds will be allowed.
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Application Submission Instructions

1. Submit the original completed application to:
Clarke County Development Corporation
115 E. Washington Street
P.O. Box 426
Osceola, Iowa 50213
 2. Include a copy of your IRS tax-exempt status determination letter (unless you are a government entity).
 3. Matching Funds Requirement:
All applicants must document that they have secured matching funds of the total amount requested (see defined matching requirements above). These funds may come from multiple sources. A financial worksheet has been included in the grant application to assist in this process. All other financial documentation can be attached for support.
 4. Applicants must show financial capability to complete the project and demonstrate sustainable long-term operations.
 5. If your project involves property that is not owned or operated by your organization, you must provide written authorization from the property owner or operator.
 6. All eligible applications will be reviewed individually.
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Standard Award Timeline & Procedures

- Last business day of the month preceding monthly CCDC Board meeting: Application deadline.
- 2nd Wednesday of the month: Board reviews application; a representative must attend to answer questions.
- Following Month's Board Meeting: Grant Committee votes on the application.
Any changes to this timeline will be communicated to the applicant and the appropriate arrangements made to move the application forward.
- Following Friday after grant committee vote: Notification of funding decision and corresponding documents sent to applicant.

Grant Awards and Funding Distribution

- Award recipients must sign and return a Grant Award Agreement within 10 business days of receiving their award notification letter.
- Once the signed agreement is received, grants less than \$100,000, 50% of the grant funds – or a scheduled distribution based on the board's decision and available funding – will be disbursed. For grants more than \$100,000, CCDC board and staff will work with the applicant to schedule distribution. In most cases, this will not exceed 12-months. Distribution schedules will be based on

amount awarded, the project schedule, as well as on funds available and projected grant funding availability.

- The CCDC Grant Committee will have final say and approval of any projects or distributions that may require exceed 12-months.
 - The remaining funds will be provided upon verification of project completion and submission of final expenses.
 - If the full amount awarded is not used, the unused funds will be retained by CCDC for future applicants.
 - Applicants must request time extensions in writing and will be considered by the Grant Committee on a case-by-case basis.
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Reporting Requirements

- Grantees must submit performance reports detailing project progress.
- Reports may be required quarterly, semi-annually, after the contract ends, or as a final report, depending on the project.
- A record of receipts and documentation on how the grant was applied must be included with the final report.
- Failure to submit required reports may result in ineligibility for future grants.
- CCDC may conduct field visits to monitor progress.

Project Timeline

- All grants must be used within 12 months of the award date.
- Grants may expire automatically after 12 months.
- Unless otherwise approved by the CCDC Grant Committee at the time of award, distribution extensions may be requested in writing at least 30 days before the end of the contracted period.

Public Acknowledgment of Grant Awards

Recipients are required to publicly acknowledge the support of CCDC.

Examples include:

- Installing a plaque or sign at the project site
 - Issuing a press release or news announcement
 - Mentioning CCDC's support in brochures, signage, or marketing materials
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THE CLARKE COUNTY DEVELOPMENT CORPORATION RETAINS THE RIGHT TO AMEND THIS APPLICATION OR CHANGE THE PROCESS IN WHICH APPLICATIONS AND/OR GRANTS ARE ADMINISTERED AT ANY TIME, FOR ANY REASON.

CCDC is an independent nonprofit corporation affiliated with, and holding the gaming license of Lakeside Hotel-Casino.



FOR CCDC OFFICE USE ONLY:

Date received: _____

Grant #: _____

Amt. Awarded: \$ _____

CCDC SPARK GRANT APPLICATION FORM

Section 1: Organization Information

- **Organization Name:** _____
- **Mailing Address:** _____
- **Phone:** _____ **Email:** _____
- **Website** (if applicable): _____
- **Executive Director/Primary Contact:**
 - Name: _____
 - Title: _____
 - Phone: _____
 - Email: _____
- **Federal EIN Number:** _____
- **IRS Tax-Exempt Status (check one):**
 - ☐ 501(c)(3) ☐ Government Entity ☐ Other (explain): _____
- **Applicant Classification:**
 - ☐ Governmental and Institutional Organization ☐ Community-Based Organization

b) Brief Project Description of your Project/Program:

[illegible]

(While a section focused on more detail about your request follows, a one-page addendum may be attached.)

d) **Grant Amount Requested:** \$ _____

☐ Yes ☐ No ☐ Partial – explain: _____

g) **Project Start Date:** _____ **Projected Completion Date:** _____

If "Yes" please provide date of previous award & amount received. _____

If "Yes" please provide date of previous request. _____

Section 3: Detailed Project Information

Please attach a narrative (1–2 pages) that expand on the following:

a) **Statement of Need:**

Describe the problem your project addresses and why it matters to the community.

b) **Goals and Objectives:**

What will this grant help you accomplish? List measurable outcomes.

c) **Targeted population, including approximate number directly impacted by this request:**

d) **Implementation Plan:**

Outline key steps, timeline, and who will carry out the work.

e) **Detailed Project Budget Worksheet:**

Include a detailed breakdown of expenses and sources of matching funds.

	Total Needed for This Project	Funds Now Available	Source Of Available Funds	Pending Funds	Source of Pending Funds	Requested CCDC Funds
Personnel						
Organization						
Consulting						
Labor						
Equipment (itemize)						
Supplies (itemize)						
Capital Funds						
Other (itemize)						
Totals						
% Of Total						

Quotes and supporting documents are required.

f) **Sustainability:**

Explain how the project will be maintained after the grant ends.

g) **Partnerships (if any):**

List any collaborating organizations, including shared roles and responsibilities.

h) **Creativity / Uniqueness:**

The CCDC looks for innovation, creativity and the unique aspect of each grant considered.

How does your project/program show these qualities?

Section 4: Required Documents (Check All Included):

- ☐ Project narrative *(if not provided in detail above)*
- ☐ Proof of 501(c)(3) status (IRS Determination Letter)
- ☐ Detailed project budget *(if not provided in enough detail above)*
- ☐ Documentation of matching funds
- ☐ Governing board resolution or written consent *(board minutes or equal documentation)*
- ☐ At least 2 Bids for the production / project *(as applicable)*. Please indicate which bid is preferred with an explanation as to why, especially if it is not the low bid. If 2 bids are not available, please explain why in an attached document. CCDC encourages seeking available local bids for projects receiving NEXUS Funding program consideration.
- ☐ Original Application *(required)*
- ☐ Additional supporting materials or documents *(optional)*

Section 5: Certification

I certify I am authorized by my organization to apply for this grant. _____ *(checkmark to confirm)*

I certify that the information provided in this application is true and correct to the best of my knowledge. I understand that incomplete applications or those not following the guidelines may be disqualified from consideration.

Authorized Signature: _____

Name (Printed): _____

Title: _____ **Date:** _____

DEADLINES and DELIVERY INSTRUCTIONS:

The original application must be received in the CCDC office **by 4:30 PM on the last business day of the month** prior to the next regularly scheduled CCDC board meeting to be considered by the grant committee.

Please send to: Clarke County Development Corporation, P.O. Box 426, Osceola, IA 50213
or hand-deliver to: Clarke County Development Corporation, 115 E Washington St., Osceola, IA 50213