

## INSTRUCTIONS

Here are some instructions to help you fill out the form accurately. Please call RDA if you need further assistance.

- All questions must be answered on this form and in the space provided. RDA will provide this form to you in Office 2000 format via e-mail or it may be downloaded from our web page at [www.riverboatauthority.com](http://www.riverboatauthority.com) Please call if you would like the file provided to you electronically. The most current form is dated July 2010. **We will accept applications on this form only.**
- Include only requested documents. Additional documents will not be accepted. Do not place applications in folders or any type of cover. Applications should be stapled.
- All grants from schools, parent groups, or booster clubs must be submitted through the school district administrator in each district. We do not accept grants directly from schools, teachers, parent organizations, or booster groups.
- All attachments must be submitted at the time of the application and should include the original and 6 copies, except for school districts or municipalities, which may submit one copy of their budget.
- Authorizations or certifications: If an applicant is applying for funds for any program/project which involves property that is not owned/operated by the applicant, authorization from the owner/operator of the facility (such as the school administration or the city), must accompany the application. This would include city properties or properties or facilities owned/operated by other agencies. It would also include any documentation certifying an agency to perform any activity granted by another agency or unit of government.

### SPECIAL INSTRUCTIONS FOR QUESTIONS:

- Q. 1-8** This page provides a quick summary for our reviewers. This page must appear as the first page of the application, with all questions completed. No other sheets should be attached on top.
- Q. 9** Provide an overview of the project/program. Your narrative will be used to rank the application based on demonstration of need and community impact. **9.B will indicate the degree to which the project will benefit residents of Iowa.**
- Q. 10** This indicates the appropriateness of an organization to perform the objectives of the grant and will be used to rank the application on strength of organization and potential success of the program/project proposed.
- Q. 11** This asks how you will evaluate the project/program within your organization. Your evaluation should demonstrate the effect of the grant/program and its relationship to your goals and objectives. You must state how that evaluation will be shared with the RDA. If your organization is chosen to receive a grant, your evaluation will be required as part the Grant Agreement. If you are a United Way funded agency using outcomes-based evaluation, RDA prefers that you use that same method of evaluation for RDA grants. **Failure to produce an evaluation may affect your scoring on future grant applications.**
- Q. 12** This tells the review committee how you propose to identify RDA as a funding source for your project/program. Please provide copies of any public acknowledgment of RDA funds as part of your evaluation. **Failure to identify RDA as a funding source may affect your scoring on future grant applications.**
- Q. 13** This will be used to rank the application as it relates to leveraging other funds and/or community support.
- Q. 14** The budget should reflect the project or program for which funds are requested in this application and should not be confused with the total budget for your organization, which is required as an attachment. We want to know the amount and source of any funds you have on hand or have requested for the specific program or project. Agency staff costs may be included as they relate to this project or program.

Please remove this sheet before submitting your application. No cover letter is necessary. If you choose to send any additional correspondence, do not attach it to this form.

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