

BLACK HAWK COUNTY GAMING ASSOCIATION



HELPING THE CEDAR VALLEY PROSPER

FY18

Funding Guidelines and Procedures

What We Are

The Black Hawk County Gaming Association is a corporation that holds and maintains a license to conduct gambling games in accordance with the Iowa Excursion Boat Gambling Act. The Black Hawk County Gaming Association benefits the Cedar Valley by:

- Providing property tax relief to cities and counties
- Funding capital improvements
- Making charitable contributions

Who We Are

The Board of Directors of the Black Hawk County Gaming Association includes sixteen residents of Black Hawk County, who represent the broad interest of the Cedar Valley.

What We Do

The Black Hawk County Gaming Association accepts, reviews and acts on requests to fund programs, projects and activities that benefit the Cedar Valley.

Where We Do It

The Black Hawk County Gaming Association funds programs, projects and activities for organizations and communities in seven Iowa counties. **Our primary focus is Black Hawk County.** We also serve Bremer, Buchanan, Butler, Chickasaw, Grundy and Tama counties. **Applications from counties other than Black Hawk must first apply to their local county foundation for funding and are only eligible to apply two times per year – Letter of Intent deadlines are October 1 and April 1.**

Letter of Intent

The initial requirement of any organization seeking a grant from BHC GA is a [letter of intent](#). The grant process is an online grants management system available on the website: www.bhcga.org. The online system requires a description of the organization, the project for which funding is requested, the total budget, the portion of the budget for which BHC GA funds are requested and other funding sources for the project.

When We Do It

The Black Hawk County Gaming Association funding cycle is quarterly. Letters of Intent are required to be submitted 90 days prior to grant applications. Projects requesting \$500,000 or more must complete a Letter of Intent 6 months prior to the application deadline.

Letter of Intent and Grant Request deadlines for Black Hawk County projects:

FY18 – Quarter 1

Letter of Intent due	July 1, 2017
Grant request due	September 15, 2017

FY18 – Quarter 2

Letter of Intent due	October 1, 2017
Grant request due	December 15, 2017

FY18 – Quarter 3

Letter of Intent due	January 1, 2018
Grant request due	March 15, 2018

FY18 – Quarter 4

Letter of Intent due	April 1, 2018
Grant request due	June 15, 2018

Outside County Project Deadlines:

Counties other than Black Hawk are eligible for funding twice each fiscal year. Please carefully review the Letter of Intent and Grant Request deadlines for projects in Bremer, Buchanan, Butler, Chickasaw, Grundy and Tama counties:

FY18 – Quarter 2

Letter of Intent due	October 1, 2017
Grant request due	December 15, 2017

FY18 – Quarter 4

Letter of Intent due	April 1, 2018
Grant request due	June 15, 2018

Requests We Will Consider:

The Board of Directors of the Black Hawk County Gaming Association is interested in making grants that will make the Cedar Valley a stronger, better place to live. It places particular emphasis on proposals that enhance public facilities; create, replace or upgrade substantial capital items; or create new opportunities where none now exist. Projects should demonstrate the ability to leverage funding and support from additional sources. Special preference is given to applications that maximize community resources through cooperation and collaboration with other organizations in the

community and the elimination of redundant services, programs or projects. Applications should demonstrate the sustainability of the proposed project without additional long-term financial commitments from Black Hawk County Gaming Association.

A partial list of programs, projects and activities that will be considered for funding includes:

- Capital improvements
- Challenge grants
- Charitable programs
- Operating requests (but not in consecutive years)
- Projects that provide tax relief for cities and counties
- Public works projects
- Transformational projects that are major new initiatives in the Cedar Valley

Requests We Will Not Consider

Some programs, projects and activities are outside the scope or geographic area served by the Black Hawk County Gaming Association. We will not accept or consider applications which request 100% of the funds from BHCGA.

In addition we will not accept or consider requests to fund:

- Annual campaigns
- Any program located outside the seven-county service area (see **Where We Do It**)
- Capital campaigns for private organizations
- Computers, cell phones, printers or tablets for individual or classroom use and related hardware and software
- Conferences or seminars
- Contests or competitions to benefit individuals
- Endowment funds
- Existing bills, debts or costs already obligated for the project
- Festivals
- Financial support for individuals or their families
- For-profit organizations or programs
- Foundation operating endowments
- Fundraising events or activities
- Healthcare for individuals or their families
- Hospitals, group homes, assisted living projects, nursing homes, independent care and extended care facilities
- Membership in civic or social organizations
- Memorials
- Organizations that would re-distribute the funds received to other groups and or individuals
- Political or issue advocacy or political advertising, campaigns or lobbying
- Private events or activities
- Publications
- Research
- Subscriptions
- Support for religious worship, education or proselytizing
- Tickets
- Trips

No distribution to any organization that has an employee, officer or director who is a member of the Iowa Racing and Gaming Commission.

General Policies for Funding

The Black Hawk County Gaming Association will keep income and distributions in general balance. Proceeds from **the isle casino and hotel at waterloo** will be put to use each year to enhance the quality of life in the Cedar Valley rather than withheld to build an endowment. We will bank reserves sufficient to meet our expenses and obligations.

These guidelines apply to all grants:

- Grant requests must be submitted via the online grants management system located on the website: www.bhcgga.org
- Requests must be complete and on time to be considered
- Requests should be clear and to the point
- Requests should not be long or complex
- Requests should not include extensive artwork, audio or video presentation or petitions of support, however graphics and or photographs are extremely helpful in determining need. Photos or detailed professional drawings of the project request may be submitted
- Requests should include an accurate site plan showing the location of the project if applicable.
- Requests should also include installer's/builders description and installation specification if applicable.
- Requests for construction projects should include architectural drawings and plans.
- Requests must submit only one project per application
- Requests should identify phases of the project if they exist.
- Requests must be public agencies, educational organizations or not-for-profits (501c3)
- Requests must demonstrate ability to complete and operate their proposals
- Requests seeking funds for new services or facilities must disclose future expected costs and the means by which funding will be sustained.
- **Requests must demonstrate their tax status (501c3) to qualify for funding**
- Requests receiving grants must offer annual written proof of performance
- Requests may be asked to present in person at the invitation of the Board
- Projects must be started and completed on time and completed as presented. Failure to do so may be cause for the Board to suspend future payments and demand repayment.
- Projects must benefit the public rather than private individuals or organizations
- Projects must stand on their own merit
- Generally, the BHCGA board prefers requests that demonstrate sufficient local and other financial support exists to ensure the project will be implemented and will continue after the grant award. Each request should document matching funds for the project budget have been raised or are available.

The Board reserves the right to deny funding to Applicants who fail to follow funding guidelines.

How to Apply for Funding

Online: Applicants must complete and submit the online grant request by the specified deadlines. Application guidelines and instructions for online grant request submission is available On the website: www.bhcga.org

How to Contact Us

Beth Knipp

Executive Director – beth.knipp@bhcga.org

Telephone: 1-319-433-1153

E-Mail: info@bhcga.org

In Person 425 Cedar Street, Suite 300 A – Waterloo, IA 50701

Online: Visit us on the web at www.bhcga.org

The Executive Director has the discretion and board authorization to direct applications to other funding partners or other resources as appropriate.

IMPORTANT GRANT REQUEST CONSIDERATIONS

Please note that the Black Hawk County Gaming Association takes the following factors into consideration when reviewing and evaluating grant requests:

LETTER OF INTENT

Letters of intent are to be submitted a minimum of one quarter prior to the quarter in which the grant request will be submitted. In addition, projects requested \$500,000 or above must submit a Letter of Intent two quarter in advance of the grant request submission.

OPERATING COSTS

Grant requests for new services or facilities would suggest that future operating or maintenance costs will occur if the project is completed. Grant requests must disclose these expected costs and the means by which funding will be sustained.

PRIOR PLANNING

Grant requests should describe preceding planning steps including factors leading to the project, alternatives considered, additional funding sources, community support or need.

PLAYGROUND EQUIPMENT

The Board of Black Hawk County Gaming Association prefers to fund playground equipment available to the public or large groups rather than for limited client use such as day-care centers.

PROPERTY TAX FUNDED VEHICLES

While not restricting grant requests and recognizing emergency needs may be present, requests for vehicles greater than 50% will generally not be funded.

MULTIPLE FUNDERS

BHCGA is frequently one of a number of funders for a project. AS a result, the grant awarded is a percentage of the total request. Changes to the project often occur which affect the final costs. The contract language includes that a change in percentage may require further review/action by the board of directors.

BROAD PROJECT SUPPORT

Grant requests are required to include the source of funds to accompany any BHCGA award to complete the proposed project. The extent of additional funding is an indication of community backing for the proposal and its importance compared to other needs. BHCGA prefers requests of less than 50% of the total project cost.

ANTICIPATED FUNDING

Grant requests frequently list proposed or expected funding sources which are not committed when the award is being considered by the BHCGA board. Should BHCGA approve a grant award in these circumstances, a contingency with a time limit for completion of funding as indicated in the request is to be included.

REVISED CONTRACT

Each contract lists the percentage the award represents of the total project and requires notification if:

- 1) Subsequent project costs or the award percentage is changed
- 2) The project described in the grant request is altered

ATTACHED FOUNDATION SUPPORT

Grant requests are required to include the source of all funds to accompany any BHCGA award to complete the proposed project. In some instances, grant requests are received from organizations which have an attached 501c3 foundation or support organization. While not restricting grant requests, applicants will be informed as to the board's interest in having support for the proposed project considered for funding by the organization's attached 501c3 foundation. Foundation funding would be an indication to the board of support for the proposal and its importance to the organization compared to other needs.

COST ESTIMATES

Budget amounts should include verifiable costs including supplier/contractor proposals or quotations if available. If not available with the grant request, such information is required prior to signing the contract with Black Hawk County Gaming Association.

MINOR MOVEABLE EQUIPMENT vs. FIXED

Project grant requests (construction, remodeling, equipment, furnishings) shall include only durable items having multi-year usefulness or is part of, or attached to, a permanent structure.

SUSTAINABLE ORGANIZATION

The Board's preference is to consider grants from organizations having a minimum of one year operating history. Grant requests shall include evidence or planning data supporting that the organization will continue to be sustainable.