



County Mini-Grant Project Application

Guidelines for County Partners

1. Applications are open to any organization or business in your county.
2. Applications are due to County Team Leader by July 1st.
3. The selection process for the applications is to be determined by the County Team members; the County Team can form a small ad-hoc committee (including youth) or a teleconference could be scheduled to review and make the selections.
4. Upon approval, a Grant Agreement will be sent to the organization.
5. There is \$600 total to allocate in each county in 2010. Amount requested may range from \$200 - \$600.
6. Estimated Match may include dollar amount contributed to in-kind labor, supplies, other funds, etc., committed to complete the project.
7. After reviewing the grants, a summary of the grant awards should be sent to Winneshiek County Extension along with a copy of all the applications submitted.
8. The ad-hoc committee designated by County Team (#3 above) will approve the grant awards in July 2010.
9. Upon receipt of the Grant Agreement, 100% of the award will be sent directly to the grantee by Winneshiek County Extension.
10. **Reporting by Grantee.** Grantee will make one final report to the Grantor. The *final report* submitted with cover letter and is **due October 1, 2010**, to Brenda Ranum or Ann Mansfield, Winneshiek Extension Office, 911 S. Mill St., Decorah, Iowa 52101. This report includes FFI activities to date, impact of each respective activity, digital photos of each respective activity, and an itemized list of grant funds expenditures and usages. Digital photos may be sent to ranum@iastate.edu or kirkebyb@iastate.edu.
11. **Publicity.** Any publicity offered through any media sources should include mention of the Northeast Iowa Food and Fitness Initiative as a partnering organization.
12. **Recordkeeping and Accounting.** Grant funds are to be expended by September 15, 2010. Grantor must keep records of activity and expenses for three years.