



## Discover Ames Community Grant Special Request Guidelines

### Purpose

The Special Request Community Grant is intended for new or one-time special events or unique events. Examples may include, but not limited to: a new holiday art & craft show in Campustown, new Independence Day carnival Downtown Ames, RAGBRAI, new fishing derby at Ada Hayden Heritage Park, new weekend film or music festival.

These are requests for funding made outside the traditional community grant application cycle. Events that have received funding from the traditional Discover Ames Community Grant within the past five years are not eligible for the Special Request Community Grant.

### Criteria

To be considered for funding, the grant committee will rate applications based on the following criteria:

- Demonstrated enthusiasm and commitment for the success of the event.
- Ability to attract visitors or enhance their stay.
- Diversity and uniqueness of the event or activity.
- Appeal of the event or activity to a broad-based audience.
- Ability to create a positive perception of Ames and improve the quality of life for the Ames community.

### Requirements

- Event must be open to the public.
- Special Request Grant Application should be submitted at least 3 months prior to event.
- All marketing materials promoting the event or activity must include the Discover Ames logo, website, and the verbiage "Supported by the Discover Ames Community Grant Program" as appropriate.
- The Community Grant Final-Report Form must be completed within 60 days after the completion of the event to receive distribution of funds.
- Copies of original receipts are required with the final report.
- Failure to comply with the obligations will prohibit the organization from receiving future funding.

### Events and Activities Not Eligible for Special Request Funding

- Ongoing organizational operating expenditures
- Permanent infrastructure
- Capital building projects
- Professional services such as legal, medical, engineering, accounting, or auditing
- General fundraising or donations
- Salaries, wages, or administrative fees

**RECOMMENDATION FOR BOARD APPROVAL-DRAFT**

- Debt retirement or associated fees
- Anything contrary to federal, state, or local law or ordinance
- Private events (not open to the public)
- Events that have received funding from the traditional Discover Ames Community Grant within the past five years.

**Notice of Award**

Applicants will be notified of the Grant Committee's decision of award within 4 weeks of receiving the application.

**Discover Ames Funding**

One half of one percent of the hotel/motel tax received will be set aside for the Special Request Community Grant. Currently, five percent of the received hotel/motel tax is set aside for the traditional community grant.