



# RURAL SCALE-UP GRANT GUIDELINES

The Rural Scale-Up Grant program aims to support the replication and spread of creative solutions that are addressing current issues and challenges faced by rural communities. This program is a result of the Governor's Empower Rural Iowa Initiative.

In 2020, the [Center for Rural Revitalization](#), a division of the Iowa Economic Development Authority (IEDA), launched the Rural Innovation Grant program, supporting creative and unique solutions to rural challenges. Over the past three funding cycles, grant recipients have illustrated best practices that are now primed for sharing across the state. Funding from the Scale-Up Grant program will assist other communities with the opportunity to implement these solutions.

The program is administered by the Center for Rural Revitalization in consultation with the Governor's Empower Rural Iowa Initiative Task Forces.

## TIMELINE

### **July 1, 2022 | Application Window Opens**

Application available through [iowaGrants.gov](https://iowaGrants.gov)

### **July 12, 2022 | Grant Informational Webinar**

Register for the Tuesday, July 12 webinar at 9 a.m. CT. This webinar will be recorded and posted on the grant website.

### **September 1, 2022 | Application Deadline**

Deadline to submit an application for funding is 11:59 p.m., September 1, 2022.

### **September 30, 2022 | Funding Decision Notification**

Applicants notified of funding decisions by September 30.

### **October 1, 2022 – June 30, 2024 | Funding Period**

All project activities and incurred expenses must occur within the eligible contracted funding period of October 1, 2022 – June 30, 2024. Funding is awarded on a reimbursement basis after expenses have been incurred for approved project activities.



## FUNDING

### *Grant Request Amount*

Applicants may request funding for eligible one-time project expenses incurred and expended within the eligible funding period.

- Minimum Grant Request: \$5,000
- Maximum Grant Request: \$20,000

### *Match Requirement*

Applicants are required to demonstrate investment in projects by providing a minimum of 1:1/2 cash match. The match must be secured, dedicated to eligible expenses, a legitimate part of the proposed project and must be expended within the eligible funding period. The 1:1/2 match requirement may be raised through a combination of public and private sources but may not include in-kind donations of goods or services, unsecured funding or loans. For example, an applicant that requests \$10,000 in grant funds must have at least \$5,000 in cash match. While the minimum match requirement is 1:1/2, competitive proposals will demonstrate broad-based financial support for the project and public funding sources adequately leveraged to seek and obtain private dollars.

- Cash match constitutes actual cash contributed to direct project expenses by the applicant or other funding sources.
- Funding from state government already being used as match from another program, including other funds from the IEDA, cannot be used to meet the match requirement.

### *Funding Period*

All project activities and incurred expenses must occur within the eligible contracted funding period of October 1, 2022 – June 30, 2024. Funding is awarded to grant recipients on a reimbursement basis after expenses have been incurred for approved project activities within the eligible funding period. Expenses incurred before or after the eligible funding period are not eligible for reimbursement.

## DISBURSEMENT OF FUNDS

Disbursements will be made on a reimbursement basis. Disbursement claims must be for an amount equal to or greater than \$1,000 per request. All claims must be made through [IowaGrants.gov](https://iowagrants.gov). When submitting a claim, the following items are required:

- An invoice, including:
  - Detailed description of expenditures and corresponding amounts.
  - Product invoices and proof of payment for any equipment, supplies or materials purchased.
  - Receipts for any Iowa travel expenses.
  - Invoices and proof of payment for any subcontractor payments.
  - Timesheets for any personnel time requested.
  - IEDA may request additional documentation as needed.
- A status report for the claim period. Status reports must be received once per quarter. If no funds are requested, recipients should still file a status report.



## REPORTING REQUIREMENTS

In the application, the applicant shall provide a timeline and the goals and objectives by which to measure the success of the project. The recipients' success will be measured based on the progress towards the completion of each goal or objective as outlined in the application.

### *Quarterly Reports*

Each quarter, the recipient must provide an update on the percentage towards completion of each goal or objective and a narrative of the activities taken place in support of the goal or objective.

Recipients shall also provide a narrative description of any deviations from the proposed timeline, tasks and objectives during the reporting period. If the reported deviations will have an impact on the remainder of the project, the recipient must also notify the program manager via email.

### *Final Report*

- The final report will be submitted via [IowaGrants.gov](http://IowaGrants.gov) within 120 days of the project completion date.
- IEDA will withhold 5% of project funds until the final report is received and approved by the program manager.
- The final report shall contain the following:
  - Executive Summary
  - Timeline for the completion of each goal or objective
  - Narrative description of grant activities undertaken to support the project
  - Narrative description of project achievements
  - Benefit the end product provides or will provide
  - Budget narrative, detailing how funds were spent to support the project
  - Narrative description of any deviation from the original budget, timeline or any grant activity

## ELIGIBILITY REQUIREMENTS

### *Eligible Applicants*

Iowa businesses, colleges and universities, city or county government, and private 501(c)3 nonprofit agencies and foundations are eligible to apply. A single entity must be selected to serve as the primary applicant for grant funding applications; however, the project should include collaboration between a consortium of partners. The selected primary applicant must meet the definition of eligible applicant. The applicant will be responsible for submitting eligible material during the funding application process and will be the entity legally obligated to the terms of an agreement if awarded funding. Partners and collaborating entities are not subject to the eligibility requirements but may be subject to financial and programmatic review during the selection process.

- Projects/programs must exist in and benefit a city in Iowa with a population of 20,000 or fewer and not contiguous (sharing a common border) to a city with a population of 40,000 or greater. Or, in the case of a county project, must be one of the 88 least populous counties in Iowa.
- Any eligible applicant may submit an application that includes one or more partners.
- Any eligible applicant will be allowed to submit one application per funding announcement. An applicant who has applied as the principal entity for an application may also be named as a partner on additional applications submitted but may not be named as a primary entity.
- Federally tax-exempt nonprofit organization incorporated and physically located in Iowa.
  - Physical location of the organization is defined as maintaining a current home office and registered agent address in Iowa defined by Iowa Code 490.501, as well as maintaining a primary staff presence physically located and working in Iowa.
- Public or private school serving grades pre-K through 12 and physically located in Iowa.
- Nonprofit institution of higher education physically located in Iowa.
- Unit of local, county or federally recognized tribal government physically located in Iowa.
- For-profit corporation or business located in Iowa.
  - A business will be considered an Iowa business if the business is incorporated in the state of Iowa or authorized to do business in the state of Iowa.

### *Eligible Project Criteria*

Eligible and competitive projects must fulfill the following criteria:

- Applicant has identified the need.
- Applicant implements a known, successful solution.
- Project team has completed due diligence, including meeting with partner who has implemented the project.
- Project will have local impact beyond an individual business or organization.
- Applicant shall demonstrate the capacity for grant administration.
- Application shall demonstrate the feasibility of completing the proposed activities with the funds requested and contract period.

If your project does not fall into these criteria, attend the informational webinar, contact the program manager at [rural@iowaeda.com](mailto:rural@iowaeda.com), or consider another grant opportunity through the [Center for Rural Revitalization](#).

### *Eligible Use of Funding*

Eligible use of funds for awards include, but are not limited to the following:

- Construction
- Land acquisition
- Major renovation and repair of buildings or appurtenant structures
- Park, trail or permanent design exhibits
- Site development
- Engineering, planning and design costs
- Community training program development and implementation
- Materials
- Equipment and electronics
- Marketing
- Personnel time dedicated to the project (Applicant must demonstrate how personnel time is specifically dedicated to the proposed project. Personnel benefits are not eligible.)

### *Eligible Project Examples*

The Rural Scale-Up Grant program supports the implementation of successful solutions that address challenges faced by rural communities associated with the themes of community investment, growth and connection. The following are examples of previously funded projects. Please note this list is not exhaustive but reflects the variety of ways the funding can be utilized:

- [All Cultures Equal Shared-Use Kitchen](#) – Funding for a community shared-use kitchen for startup entrepreneurs. The kitchen is licensed and available for rent to individuals to test the restaurant business without the initial investment of a storefront.
- [Block Party & Neighborhood Clean-Up Trailers](#) – The City of Tama purchased and stocked two trailers for public rental and use. One is supplied with “block party essentials” including yard games and folding chairs. The other has yard pick-up supplies, including shovels, trimmers, and wheelbarrows.
- [Cedar Summerstock Theatre](#) – Located in Mitchell County, this project included the purchase of state-of-the-art lighting and sound equipment. The purchase was to provide training opportunities for local students to understand the complexities behind the scenes as well as on stage.
- [Fresh Out of the Box Grocery Lockers](#) – This project created a viable rural grocery delivery system to address the challenging grocery needs of rural Iowa, reducing transportation costs and increasing convenience and social distancing for rural residents. Two rural grocery stores acted as miniature fulfillment centers for refrigerated lockers/freezers located in rural communities without a grocery store.
- [Pocahontas County Business Accelerator Program](#) – This project established a jumpstart accelerator fund to assist new startup businesses in gaining capital to open their doors and succeed. In addition to providing seed funding to businesses, the program offered business training classes.
- [School Building Feasibility Study](#) – Located in Sac City, the community is planning ahead to determine the next use of a soon-to-be vacant school building. This best practice will help the community quickly leverage the empty building into another use or multiple uses.
- [The Innovation Lab](#) – Creative Adventure Lab out of Dubuque initiated a satellite location option in rural community downtown buildings. Funds were used in both Lansing and Monticello for the rehabilitation work to prepare the structure for use as a hub for entrepreneurs.

## INELIGIBLE PROJECT ACTIVITIES AND EXPENSES

Funding for existing projects or programs that do not include significant expansion of the project or program are ineligible. The Rural Innovation Grant Program does not support ongoing expenses for existing programs or projects.

Ineligible expenses include, but are not limited to:

- International or domestic travel (outside of Iowa)
- Insurance
- Conference or training expenses for program providers
- Routine, reoccurring maintenance
- Ongoing utilities
- Budget shortfalls
- Fundraising or benefit event activities
- Lobbying activity
- Prizes and awards

## ONLINE APPLICATION SUBMISSION

Applicants must apply via [IowaGrants.gov](http://IowaGrants.gov), an online application portal. Applications will not be accepted in any other format. Late, incomplete, or ineligible applications will not be accepted. Applicants must create a login to view the full application for the program.



## REVIEW PROCESS

Applications will be reviewed for completion, eligibility, and adherence to published guidelines. Applications are reviewed as submitted. New application information or subsequent application clarification submitted after a program deadline is not considered. Eligible applications will be referred to a competitive review by a volunteer panel that includes the Governor's Empower Rural Iowa Initiative Task Force members and expert professionals (grant review committee). The grant review committee reserves the right to recommend conditional funding and partial funding of projects. Funding recommendations will be submitted by the committee to the executive director of the IEDA for consideration and approval. The applicant's authorized official will receive award notification. All funding decisions are final.

## SCORING RUBRIC

### *Eligibility Review*

Applications must demonstrate evidence of the following:

- Applicant is an eligible candidate.
- Funding request meets eligible project and expense requirements.
- Request is for no less than \$5,000 or more than \$20,000.
- Request includes proof of 1:1/2 cash match for grant request.
- Project duration does not exceed contract period.
- Application is complete and submitted through [IowaGrants.gov](http://IowaGrants.gov).
- Applicant is a local government entity (mayor or city council) or applicant has included a letter of support from the mayor or resolution from the city council.
- Primary Applicant is not named as Primary Applicant on any other applications; however, can be named as partners on additional applications.

Extra consideration is provided to projects that have been endorsed by the Iowa Great Places Citizen's Advisory Board (additional 5 points added to score total), those located in a community of 5,000 or fewer (additional 5 points added to score total), and those that scale-up a former Rural Innovation grantee project (additional 5 points added to score total).

**Application Review**

The Rural Scale-Up Grant Scoring Rubric will be used to evaluate applications. Each section has criteria and corresponding point values to ensure a fair review process. The rubric is on a scale of 55 points.

<b>1 – DEMONSTRATED NEED: 5 points possible</b>		
5	3	1
Proposal clearly identifies a challenge that the proposed solution will address and justifies why the timing is right for the solution.	Proposal identifies a challenge that the proposed solution will address.	Proposal did not clearly identify a challenge that the proposed solution will address.

<b>2 – DUE DILIGENCE: 15 points possible</b>		
15	8	1
Applicant has completed extensive research in preparation for implementing the proposed project. Including discussions with a successful project manager.	Applicant has completed some research in preparation for implementing the proposed project. Including discussions with a successful project manager.	Applicant has not completed research in preparation for implementing the proposed project.

<b>4 – IMPLEMENTATION: 5 points possible</b>		
5	3	1
A viable timeline with clear milestones for measuring progress is included.	A timeline with milestones for measuring progress is included.	A vague timeline with unclear milestones for measuring progress is included.

<b>5 - EVALUATION: 5 points possible</b>		
5	3	1
Proposal articulates clearly defined, measurable goals.	Proposal articulates defined, measurable goals.	Proposal does not articulate measurable goals.

<b>7 – PARTNERSHIPS: 5 points possible</b>		
5	3	1
Proposal identifies and describes in detail the roles of a variety of partners.	Proposal identifies and briefly describes the roles of a variety of partners.	Proposal does not adequately identify or describe the roles of partners.

<b>8 - BUDGET: 5 points possible</b>		
5	3	1
Project budget and intended use of requested funds are clear and appropriate. Exceeds required 1:1/2 cash match with a variety of match sources.	Project budget and intended use of requested funds are identified and adequate.	Project budget and intended use of requested funds are unclear or inadequate.

<b>9 – BUDGET LOCAL SUPPORT: 5 points possible</b>		
5	3	1
Majority of the applicant match is from local, including county and city government, or private sources.	Over half of the applicant match is from local, including county and city government, or private sources.	Less than half of the applicant match is from local, including county and city government, or private sources.

<b>10 - MEDIA SUPPORT MATERIAL: 5 points possible</b>		
5	3	1
Support material is highly relevant to the projects, of high quality and clearly supports the projects' excellence.	Support material relates to the projects and is of average quality.	Support material is not relevant to the projects, of poor quality or does not support excellence of projects.

<b>11 - GRANTSMANSHIP &amp; CASE FOR SUPPORT: 5 points possible</b>		
5	3	1
The application is clear, concise and well-composed. Case for support is exemplary and merits investment from the State.	The application is clear. Case for support is adequate.	Application is unclear or poorly composed. Case for support is inadequate or does not merit State investment.

## CONTACT

Potential applicants are encouraged to review all published material and contact Rural Community Revitalization Program Manager Liesl Seibert at 515.348.6154 or [rural@iowaeda.com](mailto:rural@iowaeda.com), with questions well in advance of application deadlines.