

## **Madison County Chamber of Commerce**

73 Jefferson Street  
Winterset, IA 50273

### **Madison County Chamber Community Betterment Fund Grant Program Rules and Guidelines**

The Madison County Chamber of Commerce established the Madison County Chamber Community Betterment Fund (CBF) Grant Program in 2000 for the purpose of providing grants to the Madison County community for “permanent” improvements such as vertical infrastructure, beautification, renovations, repairs, etc. This program is funded by proceeds from the Madison County Covered Bridge Festival and all Madison County non-profit and for-profit businesses and organizations are eligible to receive grants.

### **TIME LINE**

Year Round- Grant Applications available from the Madison County Chamber of Commerce

August 1<sup>st</sup> – October 1<sup>st</sup> - Grant Applications accepted at the Madison County Chamber of Commerce

October 2<sup>nd</sup> – December 1<sup>st</sup> - Grant Applications reviewed by selection committee

January 26<sup>th</sup> – Chamber Annual Banquet- Grant recipients announced

December 31<sup>st</sup> (year grant awarded) – Project Completion Reports due to the Madison County Chamber of Commerce

### **RULES AND GUIDELINES**

- All projects must be within Madison County and directed by a Madison County business or organization.
- Projects must focus on “permanent” improvements such as vertical infrastructure, beautification, renovations, repairs, etc.
- Chamber CBF Grants can be applied for in any amount up to the total amount of the fund.
- All projects must be completed within the calendar year in which the Chamber CBF Grant was awarded. Only on rare occasions may extensions be granted. Any request for project extensions must be submitted in writing specifying a new time line for the project and the reason for the delay by October 1<sup>st</sup>, of the year the Chamber CBF grant was awarded.
- Moneys will be distributed on a reimbursement basis only once a project is completed and a Project Completion Report is submitted with copies of paid invoices and canceled checks.
- Matching funds are encouraged, but are not required. Projects which include some form of matching may be looked at more favorably.
- All Chamber CBF Grant Recipients Will be assigned a member of the committee as their lead contact throughout the year. Grant recipients are expected to update their lead contact as requested by the committee.
- Chamber CBF Grants will be awarded at the discretion of the committee. The committee is not obligated to award any or all of the available funds. Any unused funds will remain in the fund and rolled into the available funds for future years.

### **APPLICATION GUIDELINES**

- Chamber CBF Grant applications will only be accepted at the Madison County Chamber of Commerce between August 1<sup>st</sup> and October 1<sup>st</sup>.
- All Chamber CBF applications should be typed. If necessary, applicants may attach additional sheets.
- Applicants must submit six copies of their application.
- All application questions must be answered. Incomplete applications will not be considered.
- Applicants may be asked to meet with the committee to discuss their application.
- If you have any questions, contact the Madison County Chamber of commerce at (515) 462- 1185