



## 2016 Grant Guidelines

- **Letter of Application:** Describe the initiative, the amount of funding requested, how the funding will be used, and how the initiative will be publicized, including opportunities to use the Growing Green Communities name and/or logo in project materials.
- **Outcome Report:** Following the completion of the project, submit an Outcome Report that details the use of the grant money and describes the outcomes and results. Also include examples of how Growing Green Communities was recognized (brochure, link to webpage, etc.). The Outcome Report must be submitted no later than 45 days following the completion of the initiative. Failure to do so could result in no further funding of organizational initiatives.

Submit your letter of application to [ggc@mwatoday.com](mailto:ggc@mwatoday.com) or mail it to Growing Green Communities, 300 E. Locust Street, Suite 100, Des Moines IA 50325. Please allow 30 days for processing. Outcome reports should be submitted to this email or address as well.

Growing Green Communities **will not** consider funding requests for:

- Personnel expenses, including volunteer and staff time
- Ongoing annual operating or project expenses
- Grants to individuals
- Sales tax
- Political parties, campaigns, or candidates
- Organizations/associations redistributing funds to other groups
- Conference or seminar attendance