



**GAMING GRANT  
PUBLIC SERVICE PROJECTS  
APPLICATION FORM AND INSTRUCTIONS  
CITY OF ROCK ISLAND CALENDAR YEAR 2021**

**Applications are due by 3pm on Friday, October 2, 2020**  
***Late Applications will not be accepted.***

**Please Submit 1 Hard Copy to:**  
Colleen Small-Vollman, Budget and Grant Manager  
1528 Third Avenue, Rock Island, IL 61201  
&

**1 Electronic Copy (PDF) to:**  
[small-vollman.colleen@rigov.org](mailto:small-vollman.colleen@rigov.org)

**Presentations will not be required due to corona virus and social distancing concerns.  
Awards are funded through the City of Rock Island's Gaming Grant Fund.**

The City of Rock Island Gaming Grant Program is a city-funded program administered by the Citizens Advisory Committee and Community and Economic Development staff. Funding awarded through this grant program targets public service activities for community benefit. The purpose of the fund is to provide necessary financial assistance to registered not-for-profit public service agencies that serve Rock Island citizens. The City of Rock Island has budgeted \$50,000 for CY 2021 (January 1, 2021–December 31, 2021).

**This application for Gaming Grant funds is not a guaranteed funding source.**

**DO NOT SUBMIT THIS COVER SHEET WITH APPLICATION**

## **APPLICATION PROCESS AND REVIEW CRITERIA**

Applicants are required to fill out the application in its entirety and provide all required supporting documentation. The applications are reviewed by city staff for completeness and project appropriateness, applications that meet the requirements are forwarded to the Citizen's Advisory Committee (CAC) for review and funding determination. Funding recommendations are made by the CAC and presented to the City Council. **All applicants will be notified of award after Council approves the CY 2021 budget, which is expected to be passed in December 2020.**

## **ELIGIBILITY REQUIREMENTS**

To be eligible, applicants:

1. Must be a 501(c)(3) non-profit organization, government agency, school district and/or institution of higher education.
2. **Must provide services or benefits to City of Rock Island citizens.** Organizations can be located in another community; however, it must provide services to the residents of Rock Island.
3. The requested grant amount **may not exceed \$8,000.00**
4. Qualify as an eligible activity for the Gaming Grant (one of the below):
  - a. Employment services (e.g. job training)
  - b. Crime prevention and public safety
  - c. Services for children
  - d. Health services
  - e. Substance abuse services (e.g. counseling and treatment)
  - f. Fair housing counseling
  - g. Education Programs
  - h. Energy Conservation
  - i. Services for senior citizens
  - j. Services for homeless persons
  - k. Welfare services
  - l. Recreational services

If the project does not meet all four basic requirements, it will not be considered for Gaming Grant funding and will not be forwarded to the CAC for consideration. City staff will notify all applicants of eligibility status.

**FOR QUESTIONS REGARDING THE APPLICATION, CONTACT:**

**Colleen Small-Vollman by phone (309) 732-2904**

**or email [small-vollman.colleen@rigov.org](mailto:small-vollman.colleen@rigov.org)**

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### **For Office Use Only**

<b>Submittal Type</b>	<b>Date Received</b>	<b>Staff Initial</b>
<input type="checkbox"/> Hand Delivery		
<input type="checkbox"/> Mail Delivery		



**CITY OF ROCK ISLAND, IL**

**CALENDAR YEAR 2021 GAMING GRANT APPLICATION**

Agency Name:			
Name of Project/Program:			
Agency Address ( <i>inc. City, State, Zip</i> ):			
Amount of Funding Requested:		\$	
FEIN/EIN/Tax I.D. #			
<b>Contact Person Name and Title:</b> ( <i>This person must be the contact for this grant application during the review process</i> )			
Contact Person Telephone:		Fax Number:	
Contact Person E-mail:			

**\*\* (information requested in the above box is not optional. Any missing information will automatically make the application ineligible for funding). \*\***

**Certification:** To the best of my knowledge and belief, data in this application are true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with all applicable regulations required by the City of Rock Island's Gaming Grant program.

**Submit one (1) Original Hard Copy Application and (1) Electronic Copy in PDF format of the application. Additionally, one (1) copy of each of the following documents is required to be attached to both the paper version of the application (please label each document):**

- A. Letter from Agency's governing Board authorizing application for grant funds
- B. Background/Overview of Programs and Services Provided by Agency
- C. Audit and Annual Financial Statement
- D. 501(c)(3) determination (if applicable)
- E. Organizational Chart

\_\_\_\_\_  
Signature of Authorized Personnel

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**I. Gaming Grant Eligible Activities (please select one):**

Employment services (e.g. job training)

- Crime prevention and public safety
- Child care
- Health services
- Substance abuse services (e.g. counseling and treatment)
- Fair housing counseling
- Education Programs
- Energy Conservation
- Services for senior citizens
- Services for homeless persons
- Welfare services
- Recreational services
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**II. Project Readiness**

**A. Project Description:** Describe the project and proposed timeline for which the organization is requesting funds pursuant to this application. Please be as specific as possible. This description will be also used to determine the eligibility of the project.

**B. Project Impact:** Indicate how the project will positively impact Rock Island residents.

**C. Why is this project needed:** Describe and provide supporting research/ documentation that describes/establishes the need for this type of project will address that need.

**D. Non-duplication of services:** What other organizations/agencies in the Rock Island area offer this project/public service? Describe collaborative and/or communication efforts with this/these organization(s) to ensure services are not duplicated.

### **III. Organizational Readiness**

**A. Capacity:** Briefly describe the capacity of the organization to complete this project within the timeframe of this grant (between January 1, 2021-December 31, 2021) and indicate what organization resources are to be used in managing and carrying out the proposed project (e.g. capacity of staff, impact to agency workload, etc.).

**B. Past Performance:** Describe the organizations past grant management performance. List similar grants your organization has received in the past 3 years.

#### **IV. Project Cost**

**A. Cost Reasonableness:** Describe how the organization determined the project costs (e.g. selection of project bids, etc). Explain why the cost of this project is reasonable (limit 1,500 characters).

**B. Impact of grant funding:** How will the addition of the Gaming Grant funds expand/ensure project effectiveness and/or improve the project? (limit 1,500 characters)

**V. Funding Information**

**A. Source of Funds:**

Please list ALL funding sources that will be used to carry out the project, including the funds requested in this application.

<b>Total Project Funding Source Detail</b>			
	<b>Funding Source:</b>	<b>Amount:</b>	<b>Type:</b> (examples: grant, loan, restricted donation, etc.)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<b>Total Project Funding:</b>		<b>\$</b>	

**B. Budget Detail Table:**

Based on the information provided in Part A, please itemize the estimated expenses for the proposed project in the table on the next page. Please indicate for each item the total cost and how much of the total is proposed to be funded with Gaming Grant funds. An example budget table is provided.

Applicant Agency Name:	Project Cost	
Name of Project/Program:	Gaming Grant Funds Requested	Total Cost (including Gaming Grant)
<b>Project Implementation (Direct Project Costs)</b>		
<b>(A) Subtotal Project Implementation:</b>		
<b>Personnel/Other Costs (Project Administration)</b>		
<b>(B) Subtotal Personnel/Other Costs:</b>		
<b>(A + B) = TOTAL GAMING GRANT REQUEST:</b>		
<b>(A + B) = TOTAL PROJECT COST - ALL SOURCES:</b>		

\*\*\*Please note that the total project cost – all sources listed in Section V, part B should equal the total project funding indicated in Section V, part A.



**EXHIBIT E: SAMPLE BUDGET ITEMIZATION WORKSHEET**

Note: The completed sample worksheet is intended to show the level of detail we are seeking for the budget only and does not necessarily reflect appropriate project cost effectiveness, leveraging ratios, or other application criteria.

Applicant: DO GOOD ORGANIZATION	Activity Cost	
	Grant only	Total All Sources
Activity: XYZ PUBLIC SERVICE ACTIVITY		
<b>Program Implementation (Direct Program Costs)</b>		
Task 1: Develop workshop training materials	\$10,000.00	\$15,000.00
Task 2: Newspaper ads for workshop (12 @ \$125 ea.)	\$1,000.00	\$1,500.00
Task 3: TV and radio ads (6 @ \$350 avg. ea.)	\$1,000.00	\$2,100.00
Workshop classroom rent, including utilities: 8 hrs./mo. @ 25.00/hr for 4 months (Redding location) (See attached Budget Exhibit A: Rent quotation for 1000 Pine Street, Suite 200, Redding)	\$800.00	\$800.00
Workshop supplies (pencils, chalk, paper supplies, pens, etc.) @ \$5.00 per student, 300 students per year. (See attached Budget Exhibit B: Cost itemization from Office Depot)	\$0.00	\$1,500.00
<b>TOTAL Program Implementation</b>	<b>\$12,800.00</b>	<b>\$20,900.00</b>
<b>Personnel/Other Costs (Program Administration)</b>		
Workshop Coordinator: 1,000 hours @ 25.00/hr., including benefits (developing and conducting workshops)	\$25,000.00	\$25,000.00
Workshop Clerical Support: 240 hours @ 11.50/hr., no benefits (typing workshop materials, program accounting)	\$2,760.00	\$2,760.00
Workshop Manager: 48 hours @ 55.00/hr., including benefits (general grant administration)	\$2,640.00	\$2,640.00
Workshop staff travel expenses, 120 miles round trip @ 0.30 per mile between Burney classroom site and Redding, 2 X per month for 5 months (includes set-up and close down of site)	\$360.00	\$360.00
Annual subscription to "Workshop Times" magazine	\$0.00	\$25.00
1-day seminar "Workshop Techniques for the 21 <sup>st</sup> Century" in Sacramento, August 2005, for 2 staff persons @ \$500.00 each (includes seminar fee, travel, lodging, and meals)	\$0.00	\$1,000.00
<b>TOTAL Personnel/Other Costs</b>	<b>\$30,760.00</b>	<b>\$31,785.00</b>
<b>TOTAL GRANT REQUEST</b>	<b>\$43,560.00</b>	
<b>TOTAL ACTIVITY COST - ALL SOURCES</b>		<b>\$52,685.00</b>

### **C. Project Sustainability**

Please describe the following:

1) How will the organization implement this project, if funds are awarded at a reduces funding amount than requested?

2) How will the organization continue to fund this project if Gaming Grant funds are not available in future years?