

## **POLK COUNTY APPEARANCE COMMISSION**

### **Matching Grant Application Form**

Applicant's Name:

Date of application:

Address:

Contact person phone number:

Contact person email address:

Organization's Tax Identification Number:

What is your nonprofit status?

Summarize your organization's mission in the space provided:

Brief Project Description:

---

Name and Title of Head of Organization (CEO/Exec. Director/President/Board Chair)

Name:

Title:

Telephone number:

Email:

**Your Organization's Designated Representative for Grants (if different from above):**

Name:

Title/Role in the organization:

Telephone number:

Email:

---

Grant Request Amount: \$

Total Project Budget: \$

**Grant Guidelines**

The Appearance Commission will seek to award grants in diverse locations throughout the geographic area of Polk County.

**Selection Criteria Include:**

- **Street appearance**
- **Public Enhancement**
- **Tasteful landscaping including but not limited to trees, shrubs and flowers**
- **Well maintained property**
- **Effort rather than cost**
- **Creativity and effort combined**
- **Structural improvements**
- **Property in compliance with existing codes, taxes, etc.**
- **Property used by and for the public**
- **In kind work, may be used for matching funds**

Structural improvements for grant purposes include exterior renovations to the building that are visible from the street or sidewalks. These will also include signage, awnings, planters, fountain features and similar elements.

## **WHAT IS YOUR PROJECT?**

On attached sheet(s) describe your proposed improvement project: provide samples, “before” photographs, pictures, or a rendering; show size; proposed color(s); method of cleaning brick storefronts; materials; location on property/building; manner of installation. You may be required to meet with the Polk County Appearance Commission.

## **REQUIRED ATTACHMENTS:**

- A. Attach a detailed project budget on a separate sheet.
- B. 501(c)(3) letter (see cover page).

## **OPTIONAL ATTACHMENTS:**

Your application maybe stronger if you include one or two hand signed letters of support from individuals familiar with or who will benefit from this proposed project.