

781—20.4 (12) Application procedures and content. The department shall develop an application for grants to complete and submit to the department in order to apply for a grant under this program.

20.4(1) Applications must be completed and submitted to the department between July 1 and December 1 of each year.

20.4(2) Applications may be obtained by contacting the Office of the Treasurer of State, Capitol Building, Des Moines, Iowa 50319; telephone (515)281-5368.

20.4(3) Applications must be received or postmarked on or before December 1 of each year. Applications received after that date may be returned to the applicant.

20.4(4) An application shall include, but not be limited to:

a. The applicant's name, mailing address, E-mail address, contact person, and contact information.

b. A statement of the specific amount of grant funds requested.

c. An explanation of the type of improvement or improvements, with specific amounts that will be expended to pay for the improvement or improvements.

d. An explanation as to the source of matching funds.

e. A copy of the applicant's most current financial statement as required under Iowa Code section 174.19.

20.4(5) If additional information is required, the applicant will be notified of the request for additional information.

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