

**261—42.3(15) Program eligibility and application requirements.**

**42.3(1) Eligibility.** To be eligible under the program, an applicant shall meet all of the following requirements:

*a.* The applicant must be a tourism-related entity based in the state of Iowa, including a nonprofit or for-profit organization, city, county, or regional government or planning entity.

*b.* The applicant must demonstrate an amount of local match equal to at least 20 percent of the total project costs to be incurred by the applicant. The local match shall be in the form of cash. Other state sources of funds shall not qualify as local match. The local match must be spent on eligible expenses as described in rule 261—42.6(15).

*c.* The applicant must submit a completed application, including all of the information described in subrule 42.3(2), by the deadline established by the authority on its website.

**42.3(2) Application requirements.** When submitting an application for grant funds under the program, an applicant shall include all of the following information:

*a.* The applicant's name, mailing address, email address, telephone number, contact person, and federal employer identification number. If the application is a collaborative application, the head applicant shall identify itself and provide the names of all partner applicants.

*b.* A detailed description of the project.

*c.* Written documentation of the project costs, including but not limited to advertising rate sheets, bids, quotes, and invoices.

*d.* Written documentation establishing the amount and source of the required local cash match.

*e.* Detailed information sufficient to enable the authority to accurately assess the impact and quality of the project.

[ARC 9303C, IAB 5/28/25, effective 7/2/25]