

**261—38.5(82GA,SF2432) Application review.**

**38.5(1)** An eligible applicant may submit an application to the department. The department will establish application deadlines and post the due dates on its Web site at [www.traveliowa.com](http://www.traveliowa.com). Applications will be reviewed by the department at least quarterly until all available funding has been committed. All applications that are received by the established due dates and that meet the threshold eligibility requirements will be reviewed by the department.

**38.5(2)** An application shall include, at a minimum, the following:

- a.* Applicant's name, mailing address, E-mail address, telephone number, contact person and federal employer identification number.
- b.* A description of the promotion the district plans for youth sports, high school athletic activities, the special olympics, and other nonprofessional sporting events in the local area.
- c.* A timetable for the promotion.
- d.* Documentation of the local cash match of at least 50 percent.
- e.* Names of the proposed seven-member governing board, including at least three members of the city council(s) located in the district.
- f.* The promotional goals and methods the district will employ to measure the success of the promotion.