

FY15 Iowa Tourism Grants Program

Online application – Step-by-step instruction

GETTING STARTED

1. Set up a new account or log into your account at www.iowagrants.gov.
2. Select “Funding Opportunities”
3. From the list of online applications, select “Iowa Tourism Grant Program”
(Agency: Economic Development Authority, Program: TOURISM, Opportunity type: Iowa Tourism Grant Program)
4. Read the program information, description and administrative rules.
5. On the right-hand side of the page, choose “Start a New Application.”
6. Select your name, organization and choose a title for your application. (Although it’s not necessary, your application title and project name could be the same.)
7. Select “Save.”
8. Select “Go to Application Forms.”
9. The first form – “General Information” – is already complete.

COVER SHEET GENERAL INFORMATION

10. Choose “Cover Sheet General Information.” (This is information required from the Iowa Department of Management. The Iowa Tourism Office will not use this information. But the form must be completed.)
11. In the upper right-hand corner, click “Edit” to complete the form. When it is complete, click “Save.” Select “Mark as Complete.”
TIP: ALL forms must be marked as complete before the application may be submitted. A form may be edited after it is marked complete. The application may NOT be edited after it’s submitted.

PROJECT DETAILS

12. Select “Project details.”
13. Select “Edit.”
14. When this form is complete, select “Save.”
15. When the form is complete, select “Mark as Complete”
TIP: While ALL the fields in the application are mandatory, iowagrants.gov will not require you to complete them. The applicant must make sure that the application is complete before he/she submits it.
TIP: You may work on part of the application, save it, and come back later to finish it.
TIP: Work on the narrative in Microsoft Word so you can use the features of Microsoft Word to count the characters, more easily edit, etc. Then copy and paste the text from Microsoft Word into the correct field on iowagrants.gov
TIP: DO NOT use the back arrow on your browser. INSTEAD, use the blue “Back” arrow in iowagrants.gov. ALWAYS SAVE FIRST! You will lose any unsaved data if you navigate away from iowagrants.gov prior to clicking “Save” in the top right-hand corner.

BUDGET

16. Select "Budget."
17. Select "Add" (not "Edit"), to add your first expense that will be supported with state funds, including the amount that will be paid with state funds and the amount that will be paid with cash match, if any.
18. Choose "Save."
19. If applicable, add additional expenses that will be supported with state funds.
20. After all expenses that will be supported with state funds and matched with local funds are added, click "Edit" to add any other project cash.
21. Select "Save."
22. The screen will display your totals, including your ratio of cash match and leveraged funds.
23. When this form is complete, select "Mark as Complete."
24. Select "Back."

TIP: To change any budget entry, click "Edit."

CASH MATCH SUPPORTING LETTER

25. Select "Add."
26. Find and upload the letter confirming cash match.
27. In the description field, write the name of the source of cash match.
28. Select "Save." Select "Mark as Complete."

OTHER DOCUMENTATION

29. Select "Add."
30. Find and upload documentation verifying the cost of your project.
31. In the description field, write a short description of the document.
32. Select "Save." Select "Mark as Complete." Select "Back."

ITG Signature

33. Select "ITG Signature."
34. Selected "Edit."
35. Type your name.
36. Select "Save."
37. Select "Mark as Complete." Select "Back."

MINORITY IMPACT STATEMENT

38. Select "Edit."
39. Complete the document.
40. Select "Save." Select "Mark as Complete." Select "Back."

SUBMIT

- You can work on you application in phases. It will be saved in "My Applications." Get there from the "Menu" button on the upper left.
- Select "Preview" to review your application at any time.
- When ALL forms are marked as complete, you may submit your application.
- Once the application is submitted, it may not be edited.