

2011 CVC Mini-Grant Guidelines for Entrepreneurship Development

CVC Board Approved: September 20, 2007 and updated.

1. Proposals are to use the Mini-grant application form posted on the CVC web site: www.cvcia.org and are to be submitted in electronic form by E-mail to: cvc@iastate.edu . The CVC Director is available to provide feedback and guidance prior to submission by E-mail: medelman@iastate.edu .
2. Leverage: Grants should have at least 100% (dollar for dollar) match of either cash or in-kind contributions from local resources.
3. Priority will be given to applications that focus on new innovative programs and/or programs that build upon and replicate approaches that have previously been demonstrated to have been successful in Iowa and other states.
4. Grants should not be used to replace or displace current positions unless a reallocation of time and/or staff activity is involved for implementing the new program for which the grant is proposed. Salary/time of local professionals can be counted as an in-kind contribution toward the grant activity and generally no more than 25 percent of the grant funds requested should go toward staff salary.
5. The CVC encourages explicit consultation with previously funded CVC projects in order to build on previous experiences and lessons learned and to create opportunities for collaboration. See the CVC website: www.cvcia.org Click on the “Community Entrepreneurship Information” or “Community Philanthropy Information” box and scroll down to the CVC mini grant projects approved in previous years.
6. The CVC requires a report that documents processes used and evaluation of outcomes and impacts so that a track record of experiences using specific approaches can be included in CVC’s library of projects. The library provides a useful resource on innovative projects for leaders of other communities, policymakers and analysts. For reporting purposes, CVC may also conduct assessments of outcomes after projects have been completed.

7. Mini-Grant Program Time Line

October-December	Mini-Grant Program Announcement
December	Applications Due
January 1	Board Initial Screening Review
January 15	Committee Recommendations/Contingencies to Board
January 15	Director Recommendations and Board Approval
February 1	Submission to USDA
July	USDA Approval
September	Subcontracts Issued

CVC grants are subject to availability of Congressionally Directed Appropriations.

8. All Mini-Grants are required to meet USDA requirements for allowable expenses as specified below: ***The cost must be necessary for the performance of the project.***

ALLOWABLE COSTS

1. *Personnel Costs – itemize salary and benefits*
2. *Communication costs – must be specified in budget & must be able to identify with specific project*
3. *Supplies & Materials – must be directly related to the sponsored agreement. Office supplies and postage are not allowed unless specific for the project.*
4. *Travel – for the performance of the project within the contract dates. Itemize trips with mileage @ .31/mile and meals limited to \$5, \$7, and \$14 for breakfast, lunch, and dinner respectively.*
5. *Meetings & Conferences – directly related to project. Itemize expenses.*
6. *Public Relations Costs: (must promote project NOT the institution)*
 - a. *costs specifically required by agreement*
 - b. *costs of conducting general liaison with news media*
 - c. *costs of communicating with public & press about performance results of project*
7. *Rental Costs of Buildings/Equipment*
8. *Administrative/Indirect Costs -- if organization has an approved IDC rate agreement*

UNALLOWABLE COSTS

1. *Costs incurred before the start date or after the end date*
2. *Meetings with no business purpose*
3. *Promotional items (magnets, hats, etc.)*
4. *Alcoholic beverages*
5. *Personnel costs of administrative & clerical staff unless carrying out specific project tasks*
6. *Donations/Contributions*
7. *Entertainment*
8. *Fines/Penalties*
9. *Fund Raising Costs*
10. *Memberships*
 - a. *Civic or community organizations*
 - b. *Country clubs or social clubs*
11. *Selling & Marketing costs*
12. *Renovation of project space, installation of fixed equipment in project space, and repair or construction of buildings*