

## GRANT REQUEST PROCESS

### Submit a letter or e-mail (preferred) request containing:

- Description of the project.
- The reasons why you need or deserve the paint.
- Number of gallons desired.
- Government or nonprofit status.
- Volunteer involvement or paid staff.
- Tentative schedule for the project.
- Plans for media or news involvement to give recognition to Diamond Vogel and Keep Iowa Beautiful.
- Photography plans for the project (digital preferred).
- Contact name, address, phone, e-mail, etc.

## PROCESS FOR REIMBURSEMENT

Paint will be purchased from your local Diamond Vogel Paint dealer (check the Diamond Vogel web site at [www.diamondvogel.com](http://www.diamondvogel.com) for Iowa locations). The invoice for the number of gallons of the award should be sent to Keep Iowa Beautiful at 300 E. Locust St., Suite 100, Des Moines, IA 50309. Upon receipt of the notification of payment, a check will be sent to the award recipient (normally within a week of receipt of the invoice/payment notice). Reimbursement will be made for paint only – **not for items such as rollers, brushes, scrapers, etc.**

## SUBMISSION OF PHOTOS / MEDIA COVERAGE

Copies of any photos (with everyone and everything clearly identified) and news or media coverage should be submitted as soon as possible after the project is completed. Please include any quotes from community leaders that might be used by either Keep Iowa Beautiful or Diamond Vogel Paint Company.

## PROPOSAL TIPS

- Large-volume requests (over 30 gallons) will generally receive a lower rating.
- Projects that have high community value or that are highly visible will receive greater points.
- Projects involving volunteers will also be rated higher.
- Programs assisting the disadvantaged will receive additional points.
- Projects with youth involvement will also receive additional points.
- Government agencies will generally not receive as high a rating as nonprofits and service clubs, except where volunteer, disadvantaged or youth involvement is strong.
- Partnership projects (government with nonprofits or service clubs) will be rated higher.
- Awarded grants are applicable only for the calendar year in which the award is granted. **There is no carryover to the next year.** Those not using their allocation or award must reapply for the next year.