



# Iowa Pheasants Forever State Council Trust Application Guidelines

## PROCEDURE FOR APPLICATION TO THE IOWA COUNCIL TRUST FUND

All applications to the Trust Fund must be emailed to the Iowa State Council Officers by the last day of May or November for the Trust Fund Review meeting immediately following the submittal (if unable to submit via email a hardcopy must be mailed with a postmark to one of the officers. Applications received after the deadline will not be considered, the applicant must revise and re-submit for a future funding cycle.

The following items (minimum) must accompany the full application for consideration:

1. A completed Cover Letter must accompany the Trust Fund Application.
2. Cover letter stating the amount of assistance requested from the Trust Fund, number of acres being purchased, total acquisition price, price per acre, a listing of other funding partners and dollars committed, the estimated date for completion of the acquisition, and the agency accepting title to the property.
3. Applicant must attend the Trust Fund Review meeting to present your project and bring 25 copies (or pre-mail to an officer) of your grant and all materials.
4. A narrative describing the property to be acquired (detailed description of the habitat present).
5. A summary of the planned development for the property.
6. Maps and photos (color preferred):
  - Aerial showing outline of the property;
  - Tract showing the section lines, roads, etc.;
  - County showing the location of the parcel within the county (cities, township, roads, waters, etc.);
  - Not required but beneficial: wildlife, habitat, landmarks, unique characteristics, proximity to existing public areas.

**If any of the required information is not contained in the full application the request will not be considered.**

With proper applicant submittal of the required documents to the Iowa Council applications will be pre-reviewed. Officers or District Reps of the Iowa Council may contact chapters with questions or needed clarification pertaining to applications

and overall eligibility determination (the intent is to allow projects to be presented at the Trust Fund Review meeting for funding consideration). If there is more than one application from the same district, the Iowa Council District Reps will prioritize the applications prior to or during the review meeting.

The Iowa DNR "[Guidelines for Local Participation in the Wildlife Habitat Stamp Fund](#)" is a good guide for preparing a grant application. Your local County Conservation Board, Iowa Natural Heritage Foundation, or DNR Biologist are excellent resources and should be included when preparing grant applications. These agencies are typically the entity receiving title to these acquisitions and should be more than willing to provide you with assistance.

A project representative for the submitting chapter must be present at the Trust Fund Review meeting for consideration of the application. If a representative is not present at the meeting, the application will be denied, and the chapter will be asked to resubmit for a future funding cycle.

Chapters with a grant application for Iowa Council consideration are allowed 10 minutes to present and/or answer questions about the project during the Trust Fund Review meeting. This is an excellent opportunity to pitch your project and well worth the time when potentially leveraging matching dollars.

Chapters may not receive funds more than once on the same project (parcel).

Chapters may apply for Trust Fund dollars on a 1-to-1 match; funds requesting a match are to be directly from the chapter making the request (for example Rosters-R-U's Chapter commits \$5000.00 on their application they could request up to \$5000.00 from the Trust Fund). Chapter dollars are not cumulative; they are not to include funds from partner sources (e.g. other chapters, grants, foundations, etc.).

**Chapters awarded Trust Funds are required to close on the project within one year of the award date, if the project is unable to be completed the funding is relinquished and a new application is to be submitted. This allows funds to be available for other applicants. Trust Fund dollars will be released when an Officer of the Iowa Council is provided with Proof of Transfer of Ownership (e.g. Title, Deed, etc.).**

If questions on project eligibility or the overall application process, please contact one of the Officers or your Iowa State Council District Representative.

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