

2025 COMMUNITY DEVELOPMENT FUND

APPLICATION INSTRUCTIONS & FLOWCHART



DODGE COUNTY
WISCONSIN

COMMUNITY DEVELOPMENT FUND

APPLICATION INSTRUCTIONS & GRANT INFORMATION

Purpose:

The Dodge County Community Development Fund is a grant program sponsored by Dodge County and funded with Dodge County Sales Tax dollars. A limited amount of funds will be awarded each year to local government entities to assist in closing funding gaps on projects. This includes projects or proposals that seek to enhance economic vitality of Dodge County. Including, but not limited to infrastructure, industrial/business park developments, and new community assets.

Who Can Apply?

Applications are open to local government entities within Dodge County, including cities, towns, and villages.

Funds Available & Grant Size:

A total of \$2,000,000 is available for the 2025 grant cycle. There is no cap in place for individual grant requests. Grants are intended to be the last dollars needed to complete project. This demonstrates the community's investment in the project and ensures shared responsibility.

Projects awarded are based on merit and feasibility. Projects with a higher local financial contribution will be viewed more favorably.

Key Funding Expectations:

Funded projects will:

- **Align to Community Development Grant Guidelines**
- **Provide a Strong ROI:** Clearly articulate the expected return on investment for Dodge County, both in terms of economic benefits and community impact.
- **Adhere to the Proposed Timeline:** Complete the project within the timeline specified in your proposal.
- **Significant Community Investment:** Demonstrate a 50% or greater financial contribution to show the community's commitment and investment in the project.

Scoring Criteria:

Dodge County Community Development Fund has a competitive application process and utilizes a scoring rubric to assist in project reviews and recommendations. See *Community Development Fund Grant Guidelines for Program Criteria and Scoring Guide*.

Timeline:

Requests will be accepted on an ongoing basis each year until the grant's annual budget of \$2,000,000 is exhausted. **Please note that grant reviews occur quarterly, and the availability of funds for each quarter may vary.**

To ensure timely consideration, please submit your application by the following deadlines:

- **Round 1:** April 11, 2025
- **Round 2:** July 11, 2025 (tentative)
- **Round 3:** October 10, 2025 (tentative)

Please note that these deadlines are subject to change based on funding availability.

How to Apply:

STEP ONE- Verifying Project Meets Grant Criteria: Prospective applicants are required to contact Nate Olson, Dodge County Community Development Administrator at (920) 386 - 3948 or nolson@co.dodge.wi.us to discuss potential project prior to submitting an application. *Completion of Step One does not guarantee grant will be approved.*

STEP TWO- Application Submittal: Upon review of the project, and alignment with eligibility criteria, the applicant will be invited to submit their application to Dodge County Community Development.

STEP THREE- Evaluation & Review: The Advisory Committee will assess proposals. Reviews and recommendations will be sent to Executive Committee for final decision making.

For Questions or Assistance, Please Contact:

Nate Olson
Dodge County Community Development Administrator
(920)386-3948 | nolson@co.dodge.wi.us

GRANT APPLICATION

COMMUNITY DEVELOPMENT FUND



Application Requirements

To ensure your application is considered for funding, we encourage you to consult with Dodge County staff before submitting. Your application should follow the format outlined below and contain the information detailed in each section:

Section 1: General Information

- **Project Name:** Provide project's title.
- **Municipality/Organization:** Identify the municipality or organization applying for the grant.
- **Prepared By:** Include the name and contact information of the who prepared the application.
- **Date:** Include the date the application is submitted.
- **Amount Requested:** Specify the amount of grant funding you are requesting.
- **Phone Number:** Provide a contact phone number
- **Email:** Include a contact email address

Section 2: Project Summary

- Provide a concise overview of your project, highlighting its key objectives and scope.
- Mention how the project aligns with your community's strategic priorities or comprehensive plan.

Section 3: Project Budget and Financial Analysis

- **Project Budget:** Present a detailed budget outlining all anticipated costs and revenue sources.
- **Pro Forma Analysis:** Include a projection of future tax revenues (e.g., property and sales tax) generated by the project's implementation.
- **Local Funding:** Clearly outline the community's financial contribution, ensuring it meets the minimum 50% requirement.

Section 4: Issue

- Describe the specific challenges or issues facing your community and articulate how the proposed project aims to address them effectively.

Section 5: Project Objective and Measurable Outcomes

- **Objectives:** Explain the anticipated benefits of the project for both local community and Dodge County.
- **Measurable Outcomes:** Clearly define measurable project outcomes and establish criteria for assessing the project's impact on the community and Dodge County.

Section 7: Community Actions and Project Partners

- **Community Actions:** Detail any prior work or initiatives undertaken to address the identified issue, demonstrating the community's commitment and efforts to find solutions.
- **Project Partners:** Identify any public or private partnerships involved in the project.

Section 8: Project Feasibility and Implementation

- **Timeline:** Provide a detailed project timeline, including key milestones and anticipated completion dates.
- **Resources:** Describe the financial and personnel resources available to support project implementation.

Section 9: Additional Information

- **Optional:** Submit any additional documents that support your project proposal, such as maps, data, letters of support, or feasibility studies.

For more information or to submit a grant application, please contact:

Nate Olson

Community Development Administrator

(920) 386 - 3948 | nolson@co.dodge.wi.us



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FLOWCHART

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This flowchart provides a general outline of the grant application and review process.

