

**Parks and Recreation Outreach Grant Program
2013 APPLICATION**



1. _____
Name of Applicant Agency or Organization

2. _____
Mailing Address City State Zip

3. _____
Contact Person Title Phone E-mail

4. PROJECT APPLICANT: (Check One)
 Local Government, School District, or other political subdivision
 Non-Profit Organization (see item #9 on page 6)
 Other (Explain): _____

5. NAME OF PROJECT: _____

6. OUTREACH GRANT REQUEST AMOUNT \$ _____

7. LOCATION OF PROJECT:

City Street Address/Intersection

8. Who owns the land upon which the project will take place?

9. TYPE OF PROJECT: Check all that Apply
 Capital Improvement Recreation Program Capital Maintenance

10. POPULATION SERVED: Annual expected number of users or visitors: _____
Target demographic/age group: _____

11. SIGNATURE OF RESPONSIBLE AGENT
"I hereby certify that the information contained in this application is true and correct to the best of my knowledge. I understand that this application will be rated on the basis of the information submitted and that the submission of incorrect data can result in this application being withdrawn from consideration for funding. If the organization I represent is awarded a grant, we hereby agree to use the funds for the purposes stated and abide by all terms and conditions."

Signature

Date

Title

Organization

Parks and Recreation Outreach Grant Program Project Description

Using the space provided describe the essential components of your project. Describe the need for the project, the increased recreational value it will provide, and why Outreach Grant funds are needed.

1. **PROJECT IDENTIFICATION:** Describe the basic elements of your proposed project. Include a statement identifying the needs to be addressed by your project and how your project will satisfy those needs. Identify the parties responsible for project completion.

2. **MASTER PLAN CORRELATION:** How does the project relate to community priorities, your comprehensive or master plan and the County's Park System Master Plan?

3. OPERATION & MAINTENANCE: Identify the responsible agency and source of funding that will support the operation and maintenance of the project/equipment once it is complete. (Land acquisition projects shall be dedicated to public use in perpetuity; development projects will be for the life of the proposed facility)
4. TIMELINE: Describe the time frame in which you plan to implement and complete your project. Identify what activities will occur chronologically and by project phase. If grant request is for one phase of a multi-year project, describe the scope and cost of the entire project.
5. FEASIBILITY AND IMPACT: Briefly describe the history of your organization's involvement in parks and recreation programs. Describe who will benefit from this project. Describe how you arrived at your estimate for how many users the project will serve.

Parks & Recreation Outreach Grant Program
Itemized Budget Form

Definitions:

1. **Project Expense Items:** List all items necessary to complete the proposed project including items to be purchased as well as donated. List all materials, labor, equipment and professional services. Do not include or list items not required for the proposed project. Do not include items from the sponsor's general budget not associated with the proposed project.
2. **Outreach Grant Money Request:** The amount requested from the County for the purpose of reimbursing project costs. Sponsors will be required to submit invoices or receipts for items listed in this category before reimbursement. The County cannot reimburse a project sponsor for more than the amount requested for each expense item.
3. **Dollar Value of Applicant Match:** Sponsor contributions to the project. (Descriptions for matching items must be included in question #7 above.)
 - a) **Budgeted Money:** The amount of cash the *sponsor is committing* to the project per item.
 - b) **Donated Money:** Donations of money directly related to the project from individuals or entities *other than the primary project sponsor*.
 - c) **Miscellaneous Donations:** Monetary value related to the donation of labor, materials, equipment, or any other donation other than cash. Donation of labor is calculated at \$15.71/hr unless the volunteer is providing a professional service. Professional volunteer hours are calculated at the volunteer's regular pay rate.
4. **Total Cost:** The entire cost of the project including grant, matching funds, and donations.

List All Project Expense Items	Outreach Grant Money Requested	<u>Dollar Value of Applicant Match</u>			Total Cost
		Budgeted Money	Donated Money	Misc. Donations	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
Total					

Check Off Page

SUBMISSION REQUIREMENTS

- 1. Complete the *2013* application form
- 2. Only one project per application
- 3. Application is typewritten or computer generated using the *2013* Outreach Grant Application Form (do not modify the format)
- 4. Complete the Project Description section
- 5. Sign and date the application
- 6. Number **all** pages of the application and attachments
- 7. Include a development plan or diagram with all new construction or renovation projects, Include a location map for land acquisition projects.
- 8. Include a Resolution or Letter of Approval from the sponsoring organization's governing body (City Board of Alderman or Trustees, Board of Directors, etc.) signed by the Board supporting the project, application and committing matching funds or resources.
- 9. Non-profit Organization applicants must include a letter from the Internal Revenue Service establishing non-profit organization status or a letter from a political subdivision or local government stating their willingness to co-sponsor the project.
- 10. Complete the Itemized Budget page. Include copies of adequate documentation for budget estimates, i.e. contractor proposals and estimates outlining work to be provided and associated costs.
- 11. Make 11 copies of your Outreach Grant Application. **Do not** include application guidelines with your application.
- 12. **Mail the Original along with the 11 additional copies to:**
 - Send to: Platte County Parks and Recreation Department**
 - 415 Third Street**
 - Platte City, Missouri 64079**

SAMPLE

(seal or corporate logo of applicant)

(name of applicant organization)

Resolution

Approving and Endorsing Application to the Platte County Commission for Funding under the Parks and Recreation Outreach Grant Program, Funded by the County-wide dedicated Parks and Recreation Half-cent Sales Tax

WHEREAS, the County of Platte and (City/School District/non-profit organization) deem it a high priority to improve quality of life for all citizens through parks and recreation programs, and

WHEREAS, the County Commission of the County of Platte seeks to support local parks and recreation efforts, create effective partnerships, and increase the level of cooperation between County government and cities, schools, and non-profit community service organizations within the county, and

WHEREAS, the citizens of Platte County on August 4, 2009 approved a renewal of the dedicated half-cent sales tax for parks, recreation, and stormwater control for a period of ten (10) years, and

WHEREAS, the County Commission of the County of Platte has developed the *Parks and Recreation Outreach Grant Program*, funded by the citizen approved half-cent county-wide sales tax, and

WHEREAS, the (City/School District/non-profit organization) wishes to make application to the County for consideration of the attached and completed Outreach Grant Program Application, and

WHEREAS, the officers of the Board of (City/School District/non-profit organization) agree to comply with all program guidelines and requirements of said Outreach Grant Program if such application shall be funded by the County Commission,

NOW, THEREFORE, BE IT RESOLVED by the Board of (City/School District/non-profit organization) respectfully approves, endorses, and submits the attached application for consideration by the County Commission.

PASSED AND RESOLVED BY THE Board of (City/School District/non-profit organization).

(DATE) (Signature of Elected/Appointed Board Officers)

Mayor/President/Board Chair

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Attest: _____
(Board Secretary/Administrator/Executive Director)