

Missoula County Park Board

Capital Improvement Matching Grants

SAMPLE APPLICATION FORM

A capital improvement grant is for the one-time creation of a park asset. Examples of capital improvements include the installation of irrigation systems, play equipment, picnic structures, sod or turf, and trees. These grants may not be used for routine maintenance of parks.

Name and location of park or recreation area _____

Name of organization _____

Organization representative _____

Address _____

Telephone # _____

Briefly describe the proposed project _____

Has this park previously received County funds? If so, when? _____

How much money are you requesting for this project? _____

What is the total cost of this project (including funds requested, volunteer labor, and donated materials)? _____

Prepare a request for funds addressing the following:

1. Description of organization
 - a) Names of officers
 - b) Number of members
 - c) Length of existence
 - d) Previous community service
 - e) Annual budget
2. Present condition of site
 - a) Approximate acreage
 - b) Present facilities
 - c) Vegetation/noxious weeds
 - d) Adjacent property owners and uses
 - e) Accessibility to general public
3. Proposed project
 - a) Description of project, why it is needed, and who it will serve
4. Maintenance plan
 - a) Frequency and type of maintenance
 - b) Equipment to be used
 - c) Number of employees/volunteers
 - d) Annual maintenance budget and funding source
5. Long-range plan - improvements

Send applications to the Missoula County Parks Office, 317 Woody, Missoula, MT, 59802. If you have questions about the application process, please call the County Parks Office at 258-4716.