



## **Recreation, Leisure and Fitness Grant Application Guide**

*VISION: Unite Communities through  
Cooperation and Commitment to Recreational  
Excellence*

*MISSION: Empower Communities while  
Maintaining High-Quality Facilities to meet  
the District's Recreational, Leisure and  
Fitness needs with Sustainable Business  
Practices*

## **CCMRD Recreation, Leisure, and Fitness Grant Announcement**

**Funding Organization:** Clear Creek Metropolitan Recreation District

**Title:** Recreation, Leisure, Fitness, and Special Event Grant

**Eligibility:** All cities, municipalities, special districts, non-profit organizations, and other organizations, committees, and councils that support the residents of the communities that make up the Clear Creek Metropolitan Recreation District in the County of Clear Creek in the State of Colorado.

**Objective:** One of the key components of the Clear Creek Metropolitan Recreation District's mission is to "Empower Communities." This grant opportunity provides the Recreation District's community partners the opportunity to obtain funding to support community recreational, leisure, and fitness endeavors. The CCMRD Board and the professional recreation staff realize that not every community or every support organization in the district can afford to build big, expensive parks and facilities, or fund special events and activities for their community members. To this end, we hold the vision that with CCMRD support and partnership, we can help unite the district communities through cooperation and commitment to recreational excellence. We want to help get your project started and help you make it successful. We do not wish to be your source of continual funding for your events and programs.

**CCMRD's primarily considers projects and support requests that are:**

1. Designed to enhance the sense of community and belonging of district residents; and/or celebrates our unique mountain communities, forests, and proud heritage.
2. Geared to provide recreational, leisure, or fitness facilities that are of the highest quality; preserve our area open spaces and history; are well maintained; and are accessible to all residents of the district.
3. Dedicated to creating a community of healthy residents by providing opportunities that promote and encourage active lifestyles and healthy living.
4. Developed to use existing community resources efficiently and demonstrate fiscal responsibility.

All requests submitted to CCMRD must demonstrate a strong grassroots commitment to the project, particularly in the form of local community leader commitment; and the participation and support by other community groups and residents.

**Term of Funding:** 6-months from time of award to full execution, unless exception granted by the CCMRD Board of Directors.

**Amount of Funding:** Between zero and \$10,000.00

**Application Deadlines:** Feb First (for award by 1 Mar);                      May First (for award by 1 June);  
   Aug First (for award by 1 Sep)

\*Urgent/Time Sensitive "out of cycle" requests may be submitted at other times to the CCMRD Board of Directors provided it is an unforeseeable, compelling or emergency requirement.

**E-mail Address:** dmatthew@clearcreekrecreation.com

**Contact Information:** Clear Creek Metropolitan Recreation District Director  
PO Box 1149  
Idaho Springs, CO 80452  
(303) 567-4822

**Web Site:** [www.Clearcreekrecreation.com](http://www.Clearcreekrecreation.com)

## **General Information**

Applications **MUST BE RECEIVED** by CCMRD prior to 5:00pm on 1 February, 1 May, or 1 August. Applications may be dropped off with the District Director at the CCMRD offices located at 1130 Idaho Street, Idaho Springs; or they may be mailed to:

**Clear Creek Metropolitan Recreation District  
ATTN: District Director (Grant Application)  
PO Box 1149  
Idaho Springs, CO 80452**

Please provide (1) original application and five (5) additional copies of your application (Copies of your application may be made at the CMRD staff office).

This application consists of two sections: the first section contains instructions for filling out the various parts of the application and completing the attachments (budget, timeline, etc); and the second section is the application form. The final application you submit to CCMRD will include:

- 1) Completed and Signed Summary Form
- 2) Resolution/Letter of Support from Governing Body
- 3) Draft Intergovernmental Agreement, or other contract with project partner or a signed letter of support from project partners (city, municipality, parent organization, etc.)
- 4) Completed Environmental Checklist (as needed)
- 5) Completed Budget Form
- 6) Completed Timeline Form
- 7) Responses to Selection Criteria Questions (with appropriate attachments such as maps)
- 8) Support letters from community leaders, residents, organizations, business, etc.

## **Section 1 – Instructions**

Your project must meet all of the following criteria to be eligible for a CCMRD Recreation, Leisure and Fitness Grant.

### **Eligibility Criteria**

1. **Eligible Applicants:** Cities, Municipalities, special districts, non-profit organizations, and other organizations, committees and councils that support the residents of the communities that make up the Clear Creek Metropolitan Recreation District in the County of Clear Creek in the State of Colorado are the only entities eligible to apply for and receive CCMRD grants.
2. **Budget/Costs/Matching Requirements:** CCMRD may, at the Board's discretion, fund up to 75% of the proposed projects eligible costs...however, the CCMRD Board may approve 100% funding if there is compelling justification as to why the requesting agency can not meet the 25% matching requirement. For more detailed information about the budget, eligible costs, and matching, see the Budget section below.
3. **Project Type:** Projects must fit into one of the following four categories:
  1. Designed to enhance the sense of community and belonging of district residents; and/or celebrates our unique mountain communities, forests, and proud heritage.
  2. Geared to provide recreational, leisure, or fitness facilities that are of the highest quality; preserve our area open spaces and history; are well maintained; and are accessible to all residents of the district.
  3. Dedicated to creating a community of healthy residents by providing opportunities that promote and encourage active lifestyles and healthy living.
  4. Developed to use existing community resources efficiently and demonstrate fiscal responsibility.
4. **Timeline:** Grantees may be allowed up to six (6) months from award date for project completion. A single 6-month extension may be granted if circumstances warrant and extension. Projects must be completed and funded prior to 31 December of the year in which the grant is awarded.
5. **Property Ownership:** All property on which CCMRD funded projects are located must be owned by or under the control (lease) of the applicant and must be located within the boundaries of CCMRD. If the property is owned by a third party (e.g. a school district), an Intergovernmental Agreement or other contract/agreement between the applicant and the property owner will be required for this application.
6. **Grant Requests:** The maximum grant request for a CCMRD Recreation, Leisure, and Fitness Grant is \$10,000.00. However, only few grants are approved each year in amounts exceeding \$1,000.00. Events having received prior CCMRD Grant funding must have very detailed justifications as to why additional funding is requested to support the organization. Repeat funding requests for annual events or activities are discouraged.
7. **Grant Deadlines:** Grant requests are due to CCMRD three times during the year; February first; May first; and August first. These three submission windows should provide sufficient opportunities for requests and afford the requesting organizations sufficient time to plan and prepare grant requests. We highly encourage those seeking a CCMRD grant to begin planning their purchase, project, event, or activity well in advance of submitting the grant application.

**8. Out of Cycle Requests:** Urgent/Time Sensitive “out of cycle” requests may be submitted at other times during the year to the CCMRD Board of Directors provided it is an unforeseeable, compelling or emergency requirement. There must be some immediate need or unforeseen circumstance that precludes the request from being submitted during the normal grant cycle. Failure to plan on the part of the requesting organization is not sufficient justification to submit an out of cycle request.

## **Budget**

**1. Eligible and Ineligible Costs:** The following table provides sample eligible and ineligible costs for a CCMRD project. CCMRD funds shall not be used for ineligible costs. These are examples only – *not all eligible and ineligible costs are listed here.*

<b>Eligible Costs (including but not limited to)</b>	<b>Ineligible Costs (including but not limited to)</b>
Athletic field/court/jogging track, etc	Program Operating/Maintenance Expenses
Playground equipment/renovation	Management/Staff/Instructor Fees
Skate park/Rink/Skates/equipment	Officiating Fees
Disc golf courses	Utility Fees (electric, water, sewer, gas, etc)
Whitewater parks/fishing areas	Vehicle maintenance/upkeep/registration
Dog parks	Supplies (paper, pens, copier service, etc)
Fishing piers and boat docks	Gifts/Donations/Prizes/Uniforms for participants, staff, or volunteers
Recreational Facility Support Equipment (mowers, trail groomers, vehicles, etc)	Alcohol, tobacco products, medications, marijuana, etc
Sports/Athletic/Fitness Equipment	Volunteer Appreciation gifts/support/food/etc.
Stage/port-a-toilet/crowd control/etc. Rental Fees	Administrative Costs
Entertainers, performers, lecturers, special events, etc.	Advertising/Web page design and operation
Leisure games/activities/events	License/permit fees
Repair/renovation of existing facilities	Food/Beverages
CCMRD Event equipment, facility and van rental	
Matching funds for other Grant Opportunities	

**2. Matching Requirements:** Matching resources may be from both eligible and ineligible costs that are directly related to the project, purchase, event, or activity. (e.g. day-to-day organizational administrative costs cannot be paid for by CCMRD or used as a match; however, volunteer appreciation t-shirts for those helping with the event can be used as a match, but can not be purchased with CCMRD funds. Likewise, on-going electrical bills can not be paid for by CCMRD, nor can they be included in a match; however, electrical fees for a special event (i.e. ball field light fees) could be used as a match).

CCMRD may fund up to 75% of the proposed projects eligible costs...however, the CCMRD Board may approve 100% funding if there is compelling justification as to why the requesting agency can not meet the 25% matching requirement. In other words, of all the resources required to complete the proposed project, including the requested CCMRD grant, a minimum of 25% should come from sources other than CCMRD. The total matching resources may be either cash or in-kind (see below for more information regarding in-kind match).

**In-Kind:** In-kind contributions may include donated quantifiable professional services, materials and supplies, equipment, etc. Any cost that would be eligible for CCMRD funding but that is donated or discounted can count as an in-kind contribution. Examples of eligible in-kind contributions are materials for which the applicant would otherwise have to pay; a discounted rate from a contractor (for

example, if the contractor typically charges \$100 per hour, but charges you only \$90 per hour, the \$10 per hour difference is an in-kind contribution); and donation of professional services such as site prep or sprinkler installation.

Volunteer time or non-professional time may be used as an in-kind contribution, but only if the support is documented by tracking hours of volunteers and using the State of Colorado Minimum Wage to determine the value of volunteer work.

**Land/Facility Value:** You may use the value of land or facilities purchased specifically for the purpose of this project as a cash match if it is purchased within 3 years of the grant decision date. You may use the value of land or facility space donated specifically for the purpose of this project as an in-kind match if it is donated within 3 years of the grant decision date. Land or facility donations from one governmental agency to another cannot be used as a match.

**3. Expenditure Tracking:** Upon expenditure of grant funds, original receipts, invoices, or other source documents must be provided to the CCMRD accounting staff to satisfy account tracking and record keeping. Any grant monies not used for the requested purchase, project, event, or activity will be returned to CCMRD and may not be retained by the requesting activity for other purchases, projects, events, or activities without the CCMRD Board's approval.

### **Resolution from Governing Body**

**1. Resolution:** CCMRD requires a signed resolution from the applicant's governing body to ensure that the applicant's ultimate decision-makers are aware of and support the application and recognize the financial and other obligations the grant creates.

Your application must include a signed resolution from the governing body with primary jurisdiction (e.g., city/town council, county commission, special district board of directors, etc). The resolution must include:

**Support for the proposed project:** A statement expressing the governing body's support for the grant application.

**Recognition of Need to Provide Matching Funds:** Acknowledge that the applicant is responsible for providing the matching funds shown in the budget and must either appropriate or secure the necessary matching funds to complete the project as presented in the application.

**Maintenance capability:** A statement verifying that the proposed project will be properly maintained after completion.

**Status of property:** A statement verifying that the property being used for the proposed project (if any) will be under control of the applicant (or project partner).

**Ability to complete the project:** Note the applicant's ability to complete the project. Cite past experience, or demonstrated commitment to completing the project.

### **Recognition of CCMRD Support**

**1. Public Release:** CCMRD reserves the right to make public the fact that a grant request was received and by what organizations requests were submitted. CCMRD further reserves the right to make public details of awarded grants to include, but not limited to, the amount of funds awarded, specific information contained in the grant submission about the purchase, project, event or activity, and timeline for execution of funds.

**2. Public Acknowledgement:** *As a stipulation for receiving grant funds from CCMRD, organizations must make it publicly known that CCMRD contributed to the purchase, project, event or activity.* The level of

public notification will be dependent upon the amount of funding and the type of purchase, project, event or activity funds are used for. Public notifications can range from, but not limited to, the use of the CCMRD logo on all advertisements, flyers, or other event materials identifying CCMRD as a sponsor; public address announcements stating that CCMRD contributed; displaying the CCMRD banner at events and activities; or posting a permanent sign stating that CCMRD contributed to the project. Upon award notification, the CCMRD Board of Directors will inform awardees of the minimum methods of public notification required for award of Grant monies.



## **Section 2 -- Application**

### **PARTICIPANT INFORMATION**

#### **1. Applicant Organization:**

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Applicant Address:

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Applicant Contact Name:

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Title of Applicant:

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Telephone:

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E-Mail:

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#### **2. Primary Partner (if any):**

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Partner Address

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Partner Contact Name:

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Title of Partner:

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Telephone:

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E-Mail:

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#### **3. Location of Project/Event/Activity:**

#### **4. Is the project within CCMRD Boundary: Y/N**

### **PROJECT INFORMATION**

#### **5. Project Title:**

**6. Grant Request: \$**\_\_\_\_\_ **Total Project Cost: \$**\_\_\_\_\_

#### **7. Project Description:**

- What is the proposed purchase, project, event, or activity...include all components
- Why is this purchase, project, event, or activity needed? How will it improve the recreation, leisure, or fitness needs of the district's residents?
- Who will benefit from this purchase, project, event, or activity and how?
- Is there anything unique about citizen participation in the demand/need or financing of the purchase, project, event, or activity?
- Who else is supporting the project besides the applicant?

#### **8. Have you received CCMRD financial support in the past for this or some other purchase, project, event, or activity? If so, when, how much, and what was it used for?**

**9. Verify that this application contains all of the following required documents:**

- Signed Resolution from Governing Body
- Completed Environmental Checklist (if needed)
- Budget detailing all associated expenses
- Preliminary Timeline Estimate
- Draft Intergovernmental Agreement, or other contract with the project partner or a signed letter of support from project partner (if necessary)
- Response to Selection Criteria Questions (detailed narrative for each question)
- Attachments to (Documentation of public support; site plan; maps; etc)
- Matching Funds In-Kind Support letters of commitment

**10. By signing below, the applicant certifies that it owns, leases, or otherwise has control over, or permission to use the property on which this purchase, project, event, or activity will be completed.**

**11. Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(From applicant organization)*

**Printed Name and Title:** \_\_\_\_\_

## **Application – Selection Criteria**

All applicants will be given an optional 10 minutes for an oral presentation of their application to the Board of Directors during the first CCMRD Board of Director's meeting following submission of the application. Following your presentation, Board Members may ask questions to obtain more information; however, the board members will not discuss or score the application during the open session. All discussions will be conducted during an Executive (closed) Session of the board. The board will then vote on all applications in the open session following the end of the executive session.

All Applicants must respond to the following selection criteria sections in five pages or less. This application will be scored on a 100 point basis. The maximum points possible for each section have been shown in parentheses. The five page limitation does not include attachments, site maps, lease agreements/deed, cost estimates, etc. Each project will be reviewed by the CCMRD Board of Directors and staff and projects will be ranked according to reviewer and staff score.

Please answer every question under the section headings by first stating the question and then providing a detailed response. Failure to provide a response under any selection criteria question may reduce your project's score.

### **I. Characteristics:**

**(25 Points)**

A. Briefly describe the community your purchase, project, event or activity will support (such as ages served, population supported, etc) and highlight what makes your community unique in the need/desire for this project.

B. Describe other recreational amenities within your community; including amenities that are similar and dissimilar to the proposed purchase, project, event, or activity.

C. Describe the scope of the proposed purchase, project, event, or activity. Describe in detail each individual component, including the work required to implement each component. Provide information on items to be purchased, dimensions, materials used to build it, needed support, ec.

D. Describe the means by which the proposed purchase, project, event, or activity will be accessible to the local population and if it will be assessable to the district population as a whole.

E. Detail how you will inform the population of this new purchase, project, event or activity and how you will encourage and control use.

F. Explain how you will store, maintain, support, or conduct the proposed purchase, project, event, or activity.

### **II. Need:**

**(30 Points)**

A. Describe the unmet recreational, leisure, and/or fitness needs in your community and explain how the proposed purchase, project, event, or activity will specifically meet those needs and significantly improve the quality of life of the residents in your community and throughout the district.

B. Discuss how your community has or has not compensated for the lack of the proposed purchase, project, event, or activity in the past and why they need the purchase, project, event, or activity in the future.

C. Estimate the number of users/attendees for the proposed purchase, project, event, or activity. Explain your methodology for arriving at your estimate.

D. Address the need for CCMRD funds. Will the purchase, project, event, or activity be completed without assistance from CCMRD; if so, what else will your organization not be able to afford if you do not receive CCMRD funding or how will the scope be affected?

E. Will applicant and/or partner funding earmarked for this project be lost or spent elsewhere should CCMRD not provide assistance for this grant cycle?

### **III. Public Process and Plan**

**(15 Points)**

A. Discuss the planning process involved in the proposed purchase, project, event, or activity. Is it listed as a priority in an organization, city, county or other master plan?

B. If not part of an approved master plan, discuss and document how the need for this purchase, project, event, or activity was determined. Is this part of a community planning and decision-making process? Describe the methodology used to determine the need. For example:

1. Public Meetings: When were public meetings held? How many attended?
2. Surveys: How many people were surveyed? What did the survey entail? (summarize the data collected.)
3. Petitions: How many people were petitioned? Summarize the results of the petition.

#### **IV. Matching Funds and Partnerships**

**(25 Points)**

The Matching Funds and Partnerships narrative will be scored in conjunction with the Budget Form and In-Kind Form. The information presented in these three items must be consistent.

- A. If other organizations are going to provide additional funds, when will confirmation of the funds be received? What is your plan should outstanding funds not be secured?
- B. Describe how funds were acquired. For example, describe fundraising efforts involved. Are tax dollars being used to fund this?
- C. Describe all in-kind support and provide documentation to support the in-kind donations.
- D. What is the financial outlook for your community; how has the economy or other factors limited the community's ability to contribute to the project?
- E. How will operations and maintenance be funded in the future? Provide an estimate of the annual budget for operations and maintenance include a detailed description of how this estimate was arrived at.
- F. If partnerships for the project were not possible, explain why.

#### **V. Non-Cash Support Letters**

**(5 Points)**

Provide support letters from each individual or entity supporting this project in ways other than financial contributions or in-kind support. Letters should come from entities such as foundations, civic organizations, community members, local businesses, schools, municipalities, towns, city, and/or county agencies, etc. It is important to also include letters of support from user groups. A letter of support should emphasize the type of support that the group or individual will provide, and also reflect the demand and urgency for the project. Please limit the number of support letters to 10.

**Environmental Checklist (if needed)**  
**Must be completed for all new construction projects**

The applicant is responsible for securing all necessary permits, licenses, clearances, and environmental analysis documentation necessary to comply with local, state, or federal law. Describe the process or efforts made to review potential wildlife and environmental impacts of the project as concisely and specifically as possible. Include any relevant information in each of the category questions listed below and indicate which question you are answering. Examples are given of the types of information that may be valuable. If these questions are not applicable to this project, please write N/A and state the reasoning.

1. Species of Concern. Is it likely that plant or wildlife species of concern are present on the proposed project site?
  - Federally listed threatened or endangered species.
  - Species that are rare or have limited range in Colorado.
2. Habitat Value. How important, productive, or pristine is the wildlife habitat in the project area?
  - Existing development or human impacts to the proposed project area
  - Critical habitat for a particular species, or an area with high value for nesting, feeding, or calving.
3. Potential Impacts. In what ways will the project have, or potentially have, and impact on wildlife?
  - Disturbance of sensitive species during rest, feeding, or reproductive cycles.
  - Loss or reduction of habitat.
  - Intrusion into areas with little existing human impacts.
4. Mitigation. How will these impacts be addressed?
  - Alternative design or trail route selection.
  - Screening of users from wildlife area, protection of critical habitat, channeling use through less sensitive areas.
  - Management of users and related activities with signs, fencing, and education programs.
5. Benefit. How is the project planned to have a positive impact on wildlife?
  - Habitat improvement such as restoration of wetlands, river corridor clean-up, or plantings for cover nesting.
  - Education of users through environmental education programs, opportunities for “watchable wildlife,” and wildlife impact monitoring.

Principal source of information (e.g. Colorado Division of Wildlife, Colorado Natural Heritage Program, US Forest Service, Clear Creek County, other)

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Printed name, title and telephone number of person consulted:

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Signature/Date of person consulted on this project.

**Sample Resolution:**

RESOLUTION:

Supporting the Grant Application for the XYZ organization from the Clear Creek Metropolitan Recreation District for the (Name of Project).

WHEREAS, the XYZ organization supports the CCMRD grant application for the (Name of Project).

WHEREAS, the XYZ organization has requested \$XX,XXX.XX from CCMRD to (purchase, build, provide) (Name of Project).

NOW, THEREFORE, BE IT HERBY RESOLVED BY THE (XYZ GOVERNING BODY) OF THE XYZ ORGANIZATION THAT:

- Section 1: The (Governing Body of Contracting Entity) of the (Name of Contracting Entity) strongly supports the application and has appropriate matching funds or In-Kind support for a grant with CCMRD.
- Section 2: The (Governing Body of Contracting Entity) of the (Name of Contracting Entity) authorizes the expenditure of funds necessary to meet the terms and obligations of any Grant awarded.
- Section 3: The project site is owned by (Name of Contracting Entity or Name of Partnering Entity) and will be owned by (Name of Contracting Entity or Name of partnering Entity) for the next 25 years. *(If Grant application is for an event... The event is sponsored by (Name of Contracting Entity or Name of Partnering Entity) and the event will be properly coordinated and approved by all applicable city, county, and state agencies.)*
- Section 4: The (The Governing Body of Contracting Entity) of the (Name of Contracting Entity) will continue to maintain (Project Title) in a high quality condition and will appropriate funds for maintenance in its annual budget. *(If Grant application is for an event... The (The Governing Body of Contracting Entity) of the (Name of Contracting Entity) will ensure the (Project Title) is a high quality program and will appropriate sufficient funds and resources to ensure the event's success.)*
- Section 5: (Name of Contracting Entity) has the ability to complete this project/event and has demonstrated this ability in X project completed in 200X and X project/event completed in 200X.
- Section 6: This resolution to be in full force and effect from and after its passage and approval.

PASSED AND APPROVED ON: \_\_\_\_\_

APPROVED BY:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

## Sample Budget

### SOURCE OF FUNDS:

Cash	Source of Funds	Date Secured		CCMRD Grant Request	Applicant Match	Partner Match	Total Funding
	Applicant Organization	Xx/xx/2012			\$5,000		\$5,000
	CCMRD			\$10,000			\$10,000
	Partner ABC	XX/XX/2012				\$1,000	\$1,000
In Kind							
	Town of ??	XX/XX/2012			\$2,500		\$2,500
	Company ?	XX/XX/2012			\$2,000		\$2,000
	Volunteer Labor	XX/XX/2012			\$500		\$500
TOTAL:				\$10,000	\$10,000	\$1,000	\$21,000

### CASH EXPENSES:

Payee	Use	Number of Units	Cost/Unit	CCMRD Funds	Applicant Funds	Partner Funds	Total Expense
Event Planning Service XXX	Event Plan	1	\$1,000	\$1,000			\$1,000
Clear Creek County	Permit Fees				\$475		\$475
Clear Creek County Sheriff	Security/Traffic Control				\$480		\$480
Clear Creek EMS	Ambulance Service				\$600		\$600
Power 2 the People	Generator Rental	2	\$750		\$1,500		\$1,500
Party Rental Company	Festival Tents	3	\$575	\$1,725			\$1,725
Party Rental Company	Tables	50	\$4.00	\$200			\$200
Party Rental Company	Chairs	400	\$1.00	\$400			\$400
Party Rental Company	Traffic Control/Crowd Control Barriers	100	20.00	\$2,000			\$2,000
The Party Poopers	Portable Toilets	20	\$100	\$2,000			\$2,000

Payee	Use	Number of Units	Cost/Unit	CCMRD Funds	Applicant Funds	Partner Funds	Total Expense
Sound Systems	Sound System Rental		\$1,070		\$1,070		\$1,070
Rock –n- Rollers	Band	1	\$1,000			\$1,000	\$1,000
DJ	Music and MC between performers	1	\$175	\$175			\$175
Stages R Us	Stage Rental	1	\$1,500	\$1,500			\$1,500
T-Shirts Vendor	Shirts for Volunteers	50	\$12		\$600		\$600
Subway	Food for Volunteers	50	\$5.50		\$275		\$275
We have your back Insurance Company	Special Event Insurance	1	\$1,000	\$1,000			\$1,000
Sub Total:				\$10,000	\$5,000	\$1,000	\$16,000

#### IN-KIND EXPENSES

Payee	Use	Number of Units	Cost/Unit	CCMRD Funds	Applicant Funds	Partner Funds	Total Expense
Town of XYZ	Park Rental Fees	2	\$250		\$500		\$500
Town of XYZ	Liquor License Fee	1	\$500		\$500		\$500
Town of XYZ	Site Prep, Set-up and clean-up	3 @ 18 hrs	\$27.78/hr		\$1,500		\$1,500
Special Event Catering	Food Booths Equipment/supply Donation	4	\$500		\$2,000		\$2,000
Volunteer Labor	Labor for set-up and clean up	68 hrs	\$7.36/hr		\$500		\$500
Sub Total:					5,000		\$5,000

#### TOTAL EXPENSES:

				CCMRD Funds	Applicant Funds	Partner Funds	Total Expenses
Total:				\$10,000	\$10,000	\$1,000	\$21,000

\*Total Funding must equal Total Expenses:



### Sample Timeline:

[illegible]