Parks and Recreation Outreach Grant Program

2027 Guidelines

I. Program Overview
- A. Introduction
- B. Administration & Funding
- C. Eligibility, Project Areas & Requirements
- D. Evaluation Criteria
- E. Application Process

II. Application
- A. Directions
- B. Application Form
- C. Budget Form
- D. Check-Off Page
- E. Sponsor Resolution

415 Third Street *Platte City, MO 64079* *(816) 858-3419*

I. Program Overview

A. Introduction

Recognizing that Platte County is a growing and dynamic area with a population that demands the highest quality parks and recreation and wellness opportunities, the Platte County Commission has developed the Parks and Recreation Outreach Grant Program. This program is intended to promote the development of local parks and recreation facilities and programs within Platte County to enhance the quality of life for all residents. The program strengthens partnerships between the County, local governments, and non-profit organizations to strategically meet the needs of our citizens.

The absolute priority of the Parks and Recreation Outreach Grant Program is to significantly increase and improve recreational and wellness opportunities for Platte County residents.

B. Administration & Funding

Under the direction of the County Commission, the program is administered by the staff of the Parks and Recreation Department and Board of Parks Commissioners. All applications for funding are submitted to the Department and reviewed and evaluated by the Parks Board. The Board makes recommendations to the County Commission which has final approval authority.

Funds for the program are derived from the 1/4 cent sales tax approved by Platte County voters in August 2020. As outlined in the Park System Master Plan (updated in 2009), the Department requests an annual budget for the grant program from the sales tax proceeds. The total amount available each year shall be subject to approval by the County Commission. A copy of the master plan is available at the Platte County web site, www.platteparks.com.

C. Eligibility, Project Areas & Sponsor Requirements

Eligibility
Applicants for Outreach Grant funds must be a local government, school district, or other political subdivision of the state of Missouri as provided for in Article VI, Section 23, of the Missouri Constitution or an Internal Revenue Service designated tax exempt organization such as a 501c(3) or c(4). Private sports clubs are not eligible as they are not considered open to the public. Applicants are encouraged to partner with other organizations, including the private sector, and seek public feedback on their projects.

All completed projects must be open for public use. Applicants must be in compliance with all previous Outreach Grant Program projects including completion, and maintenance.

All applications must include copies of adequate documentation for budget estimates and quotes, i.e. contractor proposals and estimates outlining work to be provided and associated costs. If sufficient documentation is not provided, the application will be ineligible for consideration.

Platte County does not contribute to organizations that practice discrimination by race, color, creed, sex, age or national origin. Projects will be funded only for facilities or programs in Platte County which primarily and significantly benefit Platte County citizens.

Project Areas
Eligible projects include capital improvements for parks and recreation facilities, public recreation programs, and capital maintenance of parks, recreational, and historic facilities.

1) **Capital Improvement Projects**
   Capital improvement projects are defined as the development of park and recreational facilities. Eligible projects include, but are not limited to, playgrounds, ballfields, trails, picnic shelters, and open space. Parks and recreation capital improvements shall comply with the Americans with Disabilities Act, Missouri prevailing wage laws, U.S. Consumer Product Safety Commission (CPSC) and American Society of Testing Materials (ASTM). Projects shall be available for public use during their standard expected lifetime, generally considered to be no less than twenty (20) years.

   Projects involving land acquisition **must** include ownership by a public agency and be dedicated for public recreational purposes in perpetuity (non-profit organizations are encouraged to partner with their local government). Land acquisition projects must also meet a high priority need as defined in the sponsor's comprehensive/master plan and the County's Park System Master Plan (available at the County web site, (www.platteparks.com). Project sponsors applying for land acquisition should consult with staff before applying and provide documented research of land value. At the County's discretion, a certified appraisal, land survey and environmental assessment may be required.

   Capital improvement projects are expected to receive a higher percentage of funding than the other two project areas.

2) **Public Recreation Programs**
   Recreation programs eligible for Outreach Grant funds may be recreational sports, wellness, historical or cultural arts related. Programs must be open to the general public and must take place within Platte County.
   Programs receiving grant funds **may not** charge admission fees. Admission fees shall be defined as the charge for access and participation in special events such as concerts, festivals, athletic camps, or instructional clinics.

   Project sponsors applying for programs should, within their application submission, provide an outline of the event and include a schedule of activities, detailed descriptions of the programs that will be offered, and intended outcomes and benefits to program attendees. Program applicants should also provide a detailed budget; broad categories that may include administrative expenses, fundraising, or admission scholarships cannot be funded. Please provide evidence of the program's success if it has occurred in the past.

   Outreach Grant funds are not designed to be a sole or continuous funding source for programs. Funds are intended to support new efforts and assist with diversifying audiences for worthy programs amongst Platte County citizens. Generally, Outreach Grant funding for a single recreation program shall not be approved for more than two consecutive years.

3) **Capital Maintenance for Parks, Recreational, and Historic Facilities.**
   Capital maintenance, as defined by this program, shall include the acquisition of new maintenance equipment and major maintenance or renovation of recreational and historical facilities. Capital maintenance does not include routine actions that keep the facility operational in its original condition or actions that prevent further deterioration or failure. Capital maintenance does include work to extend an asset's useful life. Qualified items include, but are not necessarily limited to, playground resurfacing, trail resurfacing, ballfield reconditioning activities, and concession/restroom building refurbishments.

   Sponsor acquisition of new capital maintenance equipment such as mowers, tractors, storage facilities and other devices used in the regular maintenance/operation of parks, trails, and recreation facilities

are eligible under the Outreach Grant program. *All equipment funded from Outreach Grant monies must be used strictly for the maintenance and/or operation of park and recreation facilities and may not be used for maintenance of other sponsor assets, such as road right-of-way not along recreational facilities, public works facilities or administrative grounds or buildings.*

All capital equipment acquired through the Outreach Grant program must be utilized by sponsors for the life of the equipment, generally considered no less than ten (10) years. Should a sponsor discontinue use of equipment purchased through the Outreach Grant program before the useful life of the equipment has expired, or re-assigns the equipment to other non-park and recreation purposes, the sponsor shall reimburse Platte County fair market value of the Outreach Grant amount. Should the sponsor wish to sell or trade said equipment, prior approval shall be sought from Platte County with all proceeds going to a similar equipment or function of the sponsor.

Non-eligible Projects

Platte County is unable to fund projects through the Outreach Grant Program that do not substantially improve recreational opportunities for county residents. Project requests **not eligible** for funding include, but are not necessarily limited to, monthly utility costs, maintenance personnel costs, food, consumable maintenance supplies such as fuel or cleaners, janitorial services, small tools, administrative or travel expenses including fuel reimbursement, facility rentals, admission costs, per diem expenses, fundraising, sports program equipment such as footballs, baseball bats, uniforms, pads and nets, equipment, lodging expenses, program scholarships, or any project that requires the use of eminent domain or condemnation.

Sponsor Requirements

Successful applicants, (sponsors) **are required to provide matching resources** in the form of a cash match. If the sponsor intends to use "in kind" matching resources as part of the grant project, they can be listed on the grant application. "In kind" matching resources alone will not meet the "cash match" requirement. The project sponsor should demonstrate some level of financial commitment towards the project. A minimum level of matching resources is not required, beyond the cash match requirement. The program does not require a match percentage. The match amounts may be taken into consideration when decisions about grant funding are made. The match cannot come from a previously awarded Platte County Outreach Grant or any other funds received from Platte County in the past. All matching resources shall be verified by a resolution or letter from the applicant or agency providing the match. Applicants shall also complete a project application and submit it to the County by the annual due date, administer the project through completion, follow all applicable local, state, and federal laws, and operate and maintain the site or program after completion.

1) Project sponsors shall agree to include reference to Platte County and the Outreach Grant program on project signage and/or promotional literature produced by the sponsor and to accept any additional identification signage from the County to be placed at the project site.

2) Project sponsors shall provide annual program participation information including number of participants per program offered and demographic information as requested.

3) All proposed project costs must be documented within the proposal submission. Applicants shall include written estimates or bids from contractors or vendors, or written opinions of probable costs from a professional consultant to the project, such as an architect, engineer, or landscape architect.

D. Evaluation Criteria

Using the categories listed below, all applications will be evaluated by the Parks Board for recommendation to the County Commission.

1) **Quality of Project**
   - Does the project address a major need in the community?
   - Is the project supported in the sponsors' comprehensive plan/master plan and/or the Platte County Park System Master Plan?
   - Is there a regional, state, or national benefit to the project?
   - Is the implementation of the project reasonable; can it be done in the time allotted?
   - Are the quality of the components and features of the project high?
   - Is the project sponsor (and partners) qualified to complete and maintain the project?
   - Are there matching funds for the requested grant?
   - Is the project sponsor adequately maintaining previous Outreach Grant projects?
   - Will the project have a positive impact on community aesthetics?
   - Is the project sponsor utilizing Platte County based businesses?
   - Does the project contain elements that improve the environment, such as energy efficient components, native plantings, and/or reduction of stormwater runoff?
   - Is the application complete and clear?

2) **Public Input & Partnerships**
   - Has the proposed project been approved by the governing body of the applicant?
   - To what extent was the general public or affected user groups a part of project planning?
   - Are partnerships being utilized to develop and maintain the project?
   - Are partners contributing matching resources to the project?
   - Is there adequate support to complete and maintain the project?

3) **Project Budget and Finances**
   - Are proposed budget estimates included in the application? Are the proposed project costs reasonable, and documented from an independent source such as a contractor, vendor, or consultant?
   - Has the sponsor received an Outreach Grant before?

E. Application Process

All proposals must be received by **5:00 p.m., January 15th, 2027** in order to be considered. Please contact the Parks and Recreation Department if you should have any questions regarding the application or project eligibility before this deadline. A voluntary pre-application discussion of your application can be scheduled by contacting Jackie Halloran, Outreach Grant Coordinator, at 816-858-3419 to answer questions from prospective applicants. Proposals will be reviewed by the Board of Park Commissioners and considered by the County Commission. Grant awards will be announced by March 2027; successful applicants will be issued a Grant Agreement and "Notice to Proceed".

Please submit 6 (six) copies of the application to the parks and recreation department before the deadline. Applications can be submitted in person only. Please include all parts of the application including cost estimates, plans, and the resolution.

Applicants will have the opportunity to answer questions about their project application to the Platte County Parks Board of Park Commissioners at a date TBD. It is not required to attend the meeting to apply. More details will be given to each applicant at a later date.

All costs associated with the project **must** be documented. **Any costs incurred prior to the formal approval of the project are ineligible for matching purposes or reimbursement.** All grant funds are provided on a reimbursement basis. Approved project sponsors shall use the following process for reimbursement:

1) Sign and return Grant Agreement; begin project upon receipt of Notice to Proceed.
2) Purchase equipment and/or contract services.
3) For recreation programs, project sponsors shall notify County staff of program dates and times to allow staff to attend and evaluate the program if staff is available.
4) Submit paid invoices and documentation of payment for project expenses up to the amount approved by the County in the grant agreement.

The County will examine submitted materials and inspect the completed project for compliance with the grant agreement. Upon satisfactory completion, the County will issue a reimbursement check in approximately 15 business days to the project sponsor for an amount up to the approved award. **Successful applicants shall complete their project no later than December 1, 2027. Please notify the Parks and Recreation Department office if you are unable to complete your project by this date.** Limited project extensions may be granted for special circumstances. Applicants may submit a 2027 Outreach Grant application for programs or events occurring before April 1st, 2028.

II. Application

A. Directions

Please submit 6 (six) copies of the application to the parks and recreation department before the deadline. Applications can be submitted in person only. Please include all parts of the application including cost estimates, plans, and the resolution.

1) Submit only one project or program per application form.

2) Sponsors may submit multiple applications for consideration; if submitting multiple applications sponsors should designate project priority (#1 = highest) on the upper right hand corner of the application front page (the County shall reserve the right to award funding based on its own priority evaluation).

3) Application must be in original format (Microsoft Word document available at www.platteparks.com) and typewritten. **No handwritten applications will be accepted.**

4) Project description section must be completed.

5) Application must be signed and dated.

6) **All new construction or renovation projects** are required to include a development plan or a diagram with the application. Application submissions may also include the following optional support information: map identifying the project location; photographs of proposed project site; promotional printed fliers or brochures for your project. **Land acquisition projects** must include a location map of the property.

7) Applicants must include a signed Resolution or Letter of Approval from their governing body supporting the application and committing matching funds or resources.

8) Non-profit Organizations **must include** a letter from the Internal Revenue Service that establishes non-profit organization status, or a letter from a political subdivision or local government stating their willingness to sponsor the project. A project sponsor agrees to complete the project if the original applicant is unable to complete the work.

9) Pay particular attention to the "Itemized Budget" page of the application. Instructions for completing this page are written above the Itemized Budget Table. Round all amounts to the nearest dollar and use specific line item costs. **Include copies of adequate documentation for budget estimates, i.e. contractor proposals and estimates outlining work to be provided and associated costs.**

10) Complete the "Check Off" page to ensure you have met all requirements to apply for the Outreach Grant. Please submit this page with your application.

Applications must be received by *January 15th, 2027*