Parks and Recreation Outreach Grant Program

2027 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 (New Improvements)
   - ☐ Recreation Program (Sports, Wellness, Historic, Cultural, Arts)
   - ☐ Capital Maintenance (Parks, Recreational, Historic Facilities)

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the basis of the information submitted and that the submission of incorrect data can result in this application being withdrawn from consideration for funding.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.

6. PARTNERSHIP INVOLVEMENT: Describe the partnerships established between local government, private citizens, community organizations, and/or the business community to plan and complete the proposed project and the role of each entity.

7. MATCHING CONTRIBUTIONS: Identify the matching contributions for the proposed project. Describe the contributions in terms of type, quantity and/or value, and source. (land contributions must be specific to the proposed project and only for the area needed to complete the project in order to be considered).

8. INSURANCE. List the name, address and phone number of your insurance carrier and the amount of your general public liability coverage. (upon request, copies of insurance policy may be required).

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:** The actual amount of cash the *sponsor is committing* to the project per item.
4. **Total Cost:** The entire cost of the project including grant request and sponsor match.

Please visit www.platteparks.com for an interactive version of this budget form!

	List All Project Expense Items	Outreach Grant Money Requested	Applicant Match	Total Project Cost
1				$ -
2				$ -
3				$ -
4				$ -
5				$ -
6				$ -
7				$ -
8				$ -
9				$ -
10				$ -
11				$ -
12				$ -
	Total	$ -	$ -	$ -

Checklist

SUBMISSION REQUIREMENTS

- ☐ 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.
- ☐ 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. An example can be found on page 7 of the application.
- ☐ 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. **Include copies of adequate documentation for budget estimates, i.e. contractor proposals and estimates outlining work to be provided and associated costs.**
- ☐ 12. 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.
- ☐ 13. **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.**

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 quarter-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, 2020 approved a renewal of the dedicated quarter-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 quarter-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) DATE_____.

_____	_____
Mayor/President/Board Chair	Board Member
_____	_____
Board Member	Board Member
_____	_____
Board Member	Board Member
_____	_____
Board Member	Board Member
_____	Attest:_____
Board Member	(Board Secretary/Administrator/Executive Director)