



Parks and Recreation Outreach Grant Program

2010 Guidelines & Application

- 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

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 leisure 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 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 ½ cent sales tax approved by Platte County voters in August 2000, and renewed in August 2009. As outlined in the Park System Master Plan (updated in 2009), the Department requests an annual budget for the grant program, historically in the amount of \$200,000. 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 non-profit organization such as a 501c(3) or c(4). Public aid for religious institutions is prohibited by Missouri law. Applicants are encouraged to partner with other organizations, including the private sector, and provide matching resources for the proposed project.

Applicants must be in compliance with all previous Outreach Grant Program projects including completion, maintenance and public availability components.

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.

1) Capital Improvement Projects

Capital improvement projects include the development or renovation of park and recreational facilities. Eligible projects include, but are not limited to, playgrounds, ballfields, trails, picnic shelters, and open space. Development and renovation projects for parks and recreation facilities shall comply with the Americans with Disabilities Act. All equipment purchased, installed, and/or renovated shall be in accordance with U.S. Consumer Product Safety Commission (CPSC) and American Society of Testing Materials (ASTM) guidelines and be available for public use during its standard expected lifetime.

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.

2) **Public Recreation Programs**

Recreation programs eligible for Outreach Grant funds may be sports, wellness, historical or cultural arts related. Programs must be open to the general public and 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 or fundraising items cannot be funded. Please provide evidence of the program's success if it has occurred in the past.

3) **Capital Maintenance Projects**

Capital maintenance, as defined by this program, shall include the acquisition of maintenance equipment and the replacement or renovation of recreational equipment or facilities.

Sponsor acquisition of 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 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.

Capital maintenance shall also include replacement or renovation of recreational facilities. Qualified items include, but are not necessarily limited to, playground resurfacing, trail resurfacing, ballfield reconditioning activities, and concession/restroom building refurbishments.

*Platte County is unable to fund projects through the Outreach Grant Program that do not substantially improve recreational opportunities for county residents. Projects **not eligible** for funding include, but are not necessarily limited to, monthly utility costs, maintenance personnel costs, consumable maintenance*

supplies such as fuel or cleaners, janitorial services, small tools, administrative or travel expenses, facility rentals, fundraising, or any project that requires the use of eminent domain or condemnation.

Sponsor Requirements

Successful applicants, (sponsors) are required to provide a complete project application, administer the project through completion, follow all applicable local, state, and federal laws, and operate and maintain the site or program after completion.

- 1) All project sponsors are required to follow Missouri prevailing wage laws for Platte County when paying contractors. Volunteer labor should be calculated at \$15.71/hr unless the volunteer is donating professional services. Professional volunteer hours should be calculated at the volunteer's regular hourly rate.
- 2) 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.
- 3) Sponsors shall provide annual program participation information including number of participants per program offered and demographic information as requested.

D. Evaluation Criteria

All projects and programs will be evaluated on the information provided in the application and by the sponsors compliance with past grant projects. Matching funds are not required; however, priority will be given to projects which include a significant sponsor match with consideration to applicant size and resources. *Priority will also be given to projects proven to be sustainable, including the use of energy efficient and environmentally friendly technologies.* 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 significant population to be served by this project?
- Is there a regional, state, or national significance 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 or non-cash donations for the requested grant?
- Is the project sponsor adequately maintaining previous Outreach Grant projects?
- Will the project have a positive impact on community aesthetics?
- 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 significant 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 the proposed budget estimates reasonable?

- Has the sponsor received an Outreach Grant before? In the past two years?
- Is there a need for Outreach Grant funds?

E. Application Process

All proposals must be received by 5:00 p.m., January 29, 2010, 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. Proposals will be reviewed by the Board of Park Commissioners and considered by the County Commission. Grant awards will be announced by March 2010; successful applicants will be issued a Grant Agreement and “Notice to Proceed”.

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 within two weeks of receipt; begin project upon receipt of Notice to Proceed
- 2) Purchase equipment and/or contract services
- 3) For recreation programs, project sponsors must notify the Outreach Grant Coordinator of program dates and times to allow staff to attend and evaluate the program
- 4) Complete the project or program and notify the County in writing that all requirements of the grant agreement have been satisfied, including applicable guidelines such as CPSC and ASTM
- 5) 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 check in approximately 10 business days to the project sponsor for an amount up to the approved award.

Successful applicants are encouraged to complete their project no later than November 1st, 2010. 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 2010 Outreach Grant application for programs or events occurring in early 2011.

II. Application

A. Directions

- 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 <http://www.co.platte.mo.us/parks/outreachgrants.htm>) and typewritten. **No handwritten applications will be accepted.**
- 4) Project description section must be completed.
- 5) Application must be signed and dated.
- 6) Pages of the application are automatically numbered. Additional pages added to the application must also be numbered.
- 7) **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.
- 8) Applicants must include a *signed* Resolution from their sponsoring organization's governing body (e.g., City Board of Alderman, Trustees, Board of Directors, etc.) supporting the application and committing matching funds or resources.
- 9) 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.
- 10) Pay particular attention to the "Itemized Budget" page of the application. Instructions for completing this page are written above the Itemized Budget Table (Page 10). Round all amounts to the nearest dollar and use specific line item costs.
- 11) 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.
- 12) Make 11 copies of your Outreach Grant Application. Do not include the application guidelines with your copies.
- 13) Deliver the Original **and** 11 copies to (12 copies total):
Platte County Parks and Recreation Department
415 Third Street
Platte City, Missouri 64079

[Applications must be received by January 29, 2010](#)

**Parks and Recreation Outreach Grant Program
2010 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 & 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 2010 application form
- 2. Only one project per application
- 3. Application is typewritten or computer generated using the 2010 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 from the sponsoring organization's governing body (City Board of Alderman or Trustees, Board of Directors, etc.) **signed by all officials** 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
- 11. Make 11 copies of your Outreach Grant Application. **Do not** include application guidelines with your application.
- 12. **Mail the Original and 11 additional copies to (12 copies total):**
Send to: Platte County Parks and Recreation Department
415 Third Street
Platte City, Missouri 64079

(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 ALL 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)

