



Parks and Recreation Outreach Grant Program

2015 Guidelines

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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 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 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 seek public feedback on their projects. **Matching resources for proposed projects are required.**

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 of parks, recreational, and historic facilities.

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 and Missouri prevailing wage laws. 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, 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.

Generally no less than 80% of the funds available for the Outreach Grant program will be awarded to Capital Improvement Projects.

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.

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 maintenance equipment and the replacement or renovation of recreational or historic 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, 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.

Capital maintenance shall also include replacement or renovation of recreational or historic 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, program equipment such as footballs, baseball bats, uniforms, pads and nets, 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 cash or in-kind services, such as donated labor to the project. 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) 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 sponsor's compliance with past grant projects. **Matching funds or in-kind services are required** and 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 utilizing Platte County based contractors or vendors and 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 and documented?
- Has the sponsor received an Outreach Grant before? During the past two years?
- Is there a need for Outreach Grant funds?
- Is the applicant using Platte County based businesses in the project or program?

E. Application Process

All proposals must be received by **5:00 p.m., January 30th, 2015** 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 meeting will be held on **December 16th from 6:00 to 7:00 PM at Platte County Community Center South, 8875 Clark Ave. in Parkville**, 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 2015; 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; 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
- 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 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 November 1, 2015. 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 2015 Outreach Grant application for programs or events occurring in early 2016.

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 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) 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 or Letter of Approval from their governing body 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 11). 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.**
- 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 Application. Do not include the application guidelines. Deliver the original **and** 11 copies to (12 copies total) to **Parks and Recreation**

Applications must be received by *January 30th, 2015*