

2019
PARK and TRAIL
MINI GRANT
PROGRAM



Park and Trail Mini Grant Program Summary:

Since 2015, the Pickaway County Park District has awarded almost \$75,000 to support 30 local park and trail projects here in Pickaway County.

In November of 2017, the citizens of Pickaway County approved a 10 year levy to support Park District operations and to increase and improve parks and trails throughout the county. To follow through with promises made during the levy campaign, the Park District has set aside \$125,000 of its 2019 appropriations, for the 5th round of park and trail grants.

Who is Eligible to apply: Cities, villages, townships and not for profit corporations within Pickaway County. *Schools are currently not eligible applicants.*

What are the Eligible uses of grant monies: Costs associated with the improvement of existing park or trail facilities, or the purchase or development of new park or trail facilities in Pickaway County. The Park or Trail facility must be owned or leased (minimum 15 year lease) by the applicant, and must be open to the general public for use.

Potential projects might include: purchase of benches, waste receptacles or play structures for your park or trail facility; building of picnic shelters, dog or skate parks, and/or assistance with the purchase of property for new trail or park facilities.

How much are we allowed to request: Applicants may request up to \$5,000.

Do we have to provide a cash match in order to apply/receive a Grant: No match dollars are required for mini grant applications. However, applicants who also commit local dollars to the proposed project will receive heightened consideration.

For additional information on the Pickaway County Park District visit our website at www.pickawaycountyparks.org. If you have questions about the Park District or this grant program/application, please contact Arista Hartzler at 740-420-5451, or email ahartzler@pickaway.org.

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Are there any special requirements should we receive a grant: If you are selected to receive a Pickaway County Park District (PCPD) Park and Trail Mini Grant, we will ask that you send us a picture of the completed project and post a sign at the park or trail acknowledging PCPD's contribution to the grant project.

Note: If you received a grant in 2018, and have not yet completed the project, or have not posted the appropriate acknowledgement signs, or have not provided pictures of your finished project to PCPD, you will be required to do so before your 2019 application will be considered for funding.

How do you make application for the 2019 Park and Trail Mini Grant: To make application for a 2019 PCPD Park and Trail Mini Grant, complete Forms 1 thru 4 on the following pages and mail them to the **Pickaway County Park District, 141 W Main St., Suite 400, Circleville, Ohio, 43113**. Or simply drop your completed application off at the Pickaway County Park District office at the above address. **Applications must be received by 4PM Friday January 4, 2019.**

Program timeline/process: Grants will be announced on or before **February 15, 2019**. A grant agreement will be mailed to the grantee shortly thereafter detailing the grant award and the process for receiving payment.

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Form # 1 – General Project Information

Applicant Agency:	Applicant Phone:
Applicant Address:	Applicant Project Coordinator:
Email Address of Project Coordinator:	Phone # of Project Coordinator:
Project Title:	Brief Description of Project
Total Project Costs:	Amount Requested from the Pickaway County Park District:
Source(s) of additional funds to be utilized on the project, if applicable:	Projected Project Completion date:

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Form # 2 – Detailed Project Description

Project Title:

Location/address of proposed project: (attach a google or GIS map of the project site)

Describe in detail the proposed project, including:

- 1) Summary of what the project entails and why the project is needed:
- 2) Name and contact info for those responsible for completing the project
- 3) A timeline for the proposed project:
- 4) Identification of local officials, organizations or agencies supportive of the project.
(attach any letters of support to end of the application)

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Form # 3 – Detailed Project Budget

Eligible Cost	Total Cost	Applicant Share	Grant Amount
Land Acquisition			
Design & Engineering			
Labor			
Special Service Contracts			
Purchase of Equipment or Materials (list each separately)			
TOTAL PROJECT COSTS			

If you have quotes for any of the requested materials, equipment or services, please include those as attachments to your application.

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Form # 4 – Authorizing Resolution

Below is an example of a form that is required to be submitted with each application. This form, or one similar to it, identifies that the officials responsible for the actions of the applicant agency are aware and supportive of the proposed project, and commit the appropriate agency funds to complete the proposed grant project.

RESOLUTION OF AUTHORIZATION

WHEREAS, the Pickaway County Park District administers a financial assistance program for public outdoor recreation purposes, through the 2019 Park and Trail Mini Grant Program, and

WHEREAS, the _____ desires financial assistance under
(Name of applicant)
the Park and Trail Mini Grant Program.

NOW, THEREFORE, be it resolved by the _____
(Name of applicant)

1) That the _____ approves filing an application
(Name of applicant)
for financial assistance.

2) That _____ is hereby authorized and directed
(Name of local coordinator)

to execute and file an application with the Pickaway County Park District and to provide all information and documentation required to become eligible for possible funding assistance.

3) That the _____ agrees to complete
(Name of applicant)

the project as outlined in the grant proposal should the grant request be awarded.

Signed: _____
(Authorized Agency Official)

Title: _____

Date: _____

Grant Proposal Checklist

This Check list will help guide you in preparing and double checking your grant proposal. Please use this checklist and go back to it from time to time to make sure you are on track.

Form #1- General Information	Yes	No	N/A
Is your applicant project coordinator contact the person who can answer all questions for the project and not just the contact person for the agency?			
Have you provided a brief overview description of the project?			
Does your total reflect the amount that you are requesting from the park district plus your contribution and other additional funding sources?			
Have you worked out a project timeline to give yourself an accurate completion date?			
Has FORM 1 been completed in its entirety?			
Form # 2- Detailed Project Description			
Have you given a clear and concise project title?			
Have you attached a map of the Project site that clearly show the site? Is your map labeled to give clarity to its reader?			
Have you given a clear, detailed summary on you project and its importance?			
Have you provided a timeline that reflects the completion date given on form 1?			
Does your timeline give you attainable goals to achieve throughout the life of your project?			
Have you attached support letters to this application?			
Have you attached photo and maps that add to the understanding of your need and project vision?			
Has FORM 2 been completed in its entirety?			
Form # 3- Detailed Project Budget			
Have you accurately identified all your costs for the project by getting quotes for materials, equipment and services? Are those Quotes attached to this application?			
Does your detailed budget match the information that you previously provided in FORM 1?			
If Purchasing property: have you included parcel numbers, purchase prices of the property and a signed letter from the seller indicating their willingness to sell the property?			
Has FORM 3 been completed in its entirety?			
Form # 4- Authorizing Resolution			
Have you had the appropriate authorized Agency Official Sign and Date the form after reviewing the grant fund requests?			
Has the appropriate agency official also reviewed the agencies funds to ensure that all funds identified to be contributed by the agency in the grant are available to be spent on this project?			
Has FORM 4 been completed in its entirety?			

Grant Proposal Checklist