

2022

PARK and TRAIL

GRANT PROGRAM



Pickaway County Park District
2022 - Park and Trail Grant

Park and Trail Grant Program Summary;

Since 2015, the Pickaway County Park District has awarded over \$360,000 to support 57 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 again set aside \$90,000 of its 2022 appropriations, for the 8th round of park and trail grants. After this 8th round of funding, the Park District will be evaluating its ability to continue this local grant program in 2023 and beyond.

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

Note: Those who have received funding from the District through this grant for four consecutive years will be considered for funding after those who have not received funding for the last four consecutive years. If you have questions about if this applies to your agency, please contact the office.

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. **Costs associated with the routine maintenance of park and trail facilities are generally not allowable.**

How much are we allowed to request: Applicants may request up to \$15,000. Application materials can be found on the District website.

Note: in an effort to provide community park and trail owners with the ability to accomplish larger projects the District is allowing applicants to request up to \$15,000. With only \$100,000 set aside for this year's grant cycle it is important to note that this year's grant application will be very competitive and not all projects may be funded

Do we have to provide a cash match in order to apply/receive a Grant: A 10% match is required in this year's cycle. Applicants who commit over 10% or more in local dollars to the proposed project will receive heightened consideration. In kind match is allowable.

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 her at ahartzler@pickawaycountyohio.gov.

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PICKAWAY COUNTY PARK DISTRICT
PARK AND TRAIL GRANT PROGRAM
2021

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 Grant, before you receive reimbursement you must complete the required final report. This report will include a picture of the completed project, a photo of the posted sign acknowledging PCPD's contribution to the grant project at the park or trail (you will receive this sign after awarded the grant), scheduling a date for a site visit for a check presentation and finally documentation that you shared your project with your community through social media, a newsletter or by other means.

Note: If you received a grant in 2021, and have not yet completed the project, or have not completed all parts of your Final report, you will not be eligible to apply for funds in 2022.

How do you make application for the 2022 Park and Trail Grant: To make application for a 2022 PCPD Park and Trail Improvement Grant, complete Forms 1 thru 4 and mail them, along with all appropriate attachments, to the **Pickaway County Park District, 458 Lancaster Pike, Circleville, Ohio, 43113**. You may also drop off your completed application to the Pickaway County Park District office in our drop box at the above address or email the completed application to ahartzler@pickawaycountyohio.gov. You can print you application off from our website at <https://www.pickawaycountyparks.org/about-us/ptig/> or pick up a copy in our office. **Applications must be received by 4PM Friday January 14th, 2022.** Please note that your you contact persons must be reachable by email and phone. Our primary mode of contact will be through email.

Program process/timeline: All grants are scored by a committee based on several factors, including, past performance (if applicable), relevance of the project to the District's mission, and timeliness. To see an example of the rubric please contact Arista Hartzler at ahartzler@pickawaycountyohio.gov. Grants will be announced on or before **February 18th, 2021**. A grant agreement will be mailed to the grantee shortly thereafter detailing the grant award and the process for receiving payment. Once you receive a copy of the signed agreement you may then begin your project. **All grant projects, with all components of the Final Reports, must be completed and received by the District by 4pm November 1st 2022 to receive reimbursement. If you do not complete the final report you are not eligible to apply in the next grant cycle.**

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Form # 1- General Project Information

Applicant Agency:	
Applicant Agency Phone:	
Applicant Agency Mailing Address: (must be the address where you can receive mail)	

Agency Contact Person: (Person available during Normal Work Hours)	
Email of Agency Contact Person:	
Phone Number of Agency Contact Person:	
Secondary Agency Contact Person:	
Secondary Email of Agency Contact Person:	
Secondary Phone Number of Agency Contact Person:	

Project Title:	
Project Location:	
Brief Description of Project:	

Total Project Costs:	
Requested Amount from Pickaway County Park District:	
Source(s) of additional Funds to be utilized on project, if applicable:	

Projected Project Completion Date:	
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Form # 2- Detailed Project Description

Project Title:	
Address/Location(s) of Proposed Project: (Please also attach map of proposed area with labels)	

Describe IN DETAIL Proposed Project (please explain your project fully, with specific details explaining why your project should be considered): *If you need more space please attach pages	
Timeline of Project:	(See Attachment I)
Letters of Support:	(Attach Any Letters of Support at End of Application)
Photos of Location and Other Maps:	(Attach to End of Application)

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Form # 3– Detailed Project Budget

Eligible Costs		Applicant Share <i>(Your Match)</i>	Park District Grant Share <i>(Amount You Are Requesting)</i>	Total Amount <i>(Applicant Share + Grant Request)</i>
Land Acquisition:				
Design & Engineering:				
Labor:				
Special Service Contracts:				
Purchase of Equipment or Materials: (list each separately)				
TOTAL PROJECT COSTS:				

Attached quotes for any of the requested materials, equipment or services in your application is required. Your quotes must match the total amount listed in this budget form without tax. If using in kind labor for your match please attach spreadsheet showing the details of your labor costs and number of hours it will take to complete this project. Please note that labor cost for employees will not be covered and can only be used as match. If your grant is approved only the items listed on your budget can be reimbursed unless approved prior to purchase.

If you are requesting monies to acquire property include the following as a part of your application;

- a) A Google or County Auditor map of the proposed parcel to be purchased.
- b) A signed letter of intent from the proposed seller’s indicating their willingness to sell their property to the applicant for the expansion or creation of a local park or trail.
- c) If the purchase price is above the appraised value of said property as identified on the Pickaway County Auditor’s website, a letter from the applicant justifying the additional costs, and/or a recent appraisal (within one year) from an ODNR certified appraiser. (ODNR maintains a list of approved appraisers. See <http://www.ohiodnr.com/default/tabid/11089/Default.aspx> for additional information.)

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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 2020 Park and Trail Grant Program, and

WHEREAS, the _____ desires financial assistance under
(Name of applicant)

the Park and Trail 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 _____ is aware and supportive of the
proposed project and has the necessary funds
(Name of applicant)

appropriated in it's 2020 budget to complete the project as outlined in this grant application, should the grant request be awarded.

Signed: _____
(Authorized Agency Official)

Title: _____ Date: _____

Signed: _____
(Applicant Agency Fiscal Officer)

Title: _____ Date: _____

