

CARBON COUNTY SCHOOL DISTRICT # 1 RECREATION BOARD

2017-2018 Grant Application

Revised: February 2017

PHILOSOPHY

“To improve the quality of life for residents of Carbon County School District #1 through recreation.”

The objective is to provide indoor and outdoor recreation opportunities throughout CCSD#1 which support and assist communities, nondiscriminatory nonprofit and governmental agencies and organizations. To qualify for funding, you must be within CCSD#1.

We welcome input on planning and management of recreation facilities and programs. Instructions have been provided for your convenience – including a sample cover page, check list, procedures and an explanation to help you understand our grant process. If you have any questions, please do not hesitate to contact a board member.

Prioritization order: 1) equipment, 2) events, 3) capital facilities or improvements – taking into consideration number of residents served, need of the project, and matching funds or fund-raisers to assist with funding.

Acknowledgement must be given to the CCSD#1 Rec Board in all advertisement or printed materials. Failure to do so will result in future funding being denied.

PROCEDURES FOR FUNDING

1. Completed applications, with necessary attachments, must be submitted to the CCSD#1 Recreation Board no later than March 27, 2017. If your grant is incomplete, it will be returned without registration of date submitted.
2. Completed applications must be submitted through our online platform located at:
<http://www.crb1.net/recreation-board>
3. A representative of each organization must be present at the April meeting of the CCSD# 1 Recreation Board for a presentation. The meeting will be the second Monday, but if the number of requests warrants, an additional meeting may be set.
4. The Recreation Board will submit its ratified budget to the CCSD#1 Board of Trustees for approval at its July meeting after which applicants will be notified of being funded or denied.
5. All requests for payments on funded projects must be accompanied by our voucher and itemized statements and receipts of expenses paid. Requests must be received by the 1st of the month to be paid that month. As per board policy, we will not make payments for items not approved in the original grant.
6. Excess funds from one time expenditures will not be eligible for carryover.

Check List: please put grant in this order!

- ___ Cover Page (see below) – no cover letter needed
- ___ Brief Project Description
- ___ Itemized list for project expenses
- ___ First time applicants only: organization’s history
- ___ Organization officers
- ___ Complete income & expenses for past year

COVER PAGE

APPLICANT:

Name of Organization

Correct
contact information:

Name, Address, **Phone Number**,
Email address of responsible contact

Should this responsible contact change, the board must be contacted

DATE:

Date of Application

ESTIMATED COST:

Total estimated cost of project

FUNDING REQUEST:

Amount applicant is requesting from Rec. Board

MATCHING FUNDS:

Amount of funds applicant will contribute to project.
Include in-kind funding, labor, expenses paid by
participants, other sources for grant contacted, etc.

PROJECT DESCRIPTION:

A brief description of project

If money is granted, please check one of the following if you would like:

Aluminum "Rec board" 9" X 12" sign to hang near your program

4" X 6" decal to place in your window

ALL applicants:

PROJECT DESCRIPTION should include:

- 1) Estimated number of participants expected.
- 2) List activities to be held.

- 3) If a capital expenditure: who owns the land, what is lease agreement?
- 4) How will structure be maintained, utilities paid?
- 5) Where will equipment be stored, who will be responsible?
- 6) Entity that will own the equipment once it is purchased.
- 7) Life expectancy of equipment or facility requested.
- 8) Will you need funding in future years for this project?
- 9) When do you need the funds?
- 10) Enclose itemized list for project – bids, estimates, price lists.

Organization officers:

- 1) List names of board members and officers and phone/e-mail.
- 2) Current membership numbers, age groups served.

FINANCIAL INFORMATION:

- 1) Government agencies and municipalities need not furnish financial statements.
- 2) Other organizations attach all income & expenses from last year.
- 3) Which bank will be used for funds?
- 4) Who is authorized to withdraw funds?
- 5) How many signatures are required for withdrawal?

FIRST time applicants only:

HISTORY OF ORGANIZATION:

- 1) Provide a brief description of your organization's history.
- 2) Is membership open to public, what is the fee?
- 3) Does the organization have liability insurance?
- 4) Attach a copy of the organization's by-laws.

Understanding the Grant Request

For the Carbon County School District # 1 Recreation Board

1. Priority order: 1) equipment, 2) events, 3) capital facilities or improvements. Grants must be for next fiscal year (July 1, 2018 to December 31, 2019). Grants not complying will be eliminated.
2. Money approved will not be available until January or July of the next fiscal year.
3. The Recreation Board will meet in May to determine allocations for each grant.
4. Approved agencies will receive 2 copies of the contract that must be signed and returned. We will apply our signatures and return one to the agency, placing the other in our file.
5. Agencies must receive an "official release of funds" before actually spending any money.
6. Acknowledgement must be given to the CCSD#1Rec Board in all advertisement or printed materials. Failure to do so will result in future funding being denied.

7. Payment will be made only to those submitting the approved voucher with itemized statements and receipts of expenses for items included in the approved grant. Vouchers must be received by the 1st of the month to be paid that month.

Understanding Request for ongoing Recreation Programs

Request for funds from the ongoing recreation program

1. Requests should be for smaller unexpected items or additional projects that come up after the regular grant cycle in March.
2. Requests can only be made from August 1 to February 28.
3. Request must be received before the first of the month.
4. Agencies will be heard the month the request is received, and voted at the next month's regular meeting.

Recreation Board Funding

The Recreation Board receives its funding from the 1 mill levee from Sweetwater and Carbon Counties and depends greatly on oil and gas prices for their major funding. The mill levee is deposited in December and June after taxes have been paid in November and May. The Recreation Board has no firm estimate of monies to be received during the next fiscal year until sometime in July or August.

The Recreation Board estimates funding to make a budget which must be presented to Carbon County School District #1 School Board by June 1 of the present year. Our budget contains two line items covering additional requests if the mill levee is higher than expected which eliminates amending the budget after we know exact amounts.