



July 17, 2009

To: The Townships of Assyria, Baltimore, Barry, Carlton, Castleton, Hastings Charter, Hope, Irving, Johnstown, Maple Grove, Orangeville, Prairieville, Rutland Charter, Thornapple, Woodland, and Yankee Springs; the City of Hastings; the Villages of Freeport, Middleville, Nashville and Woodland, Thornapple-Kellogg Schools, Hastings School District, Delton-Kellogg Schools, Maple Valley Schools, Lakewood Public Schools and Bellevue Community Schools.

Re: Barry County Parks & Recreation Grants

In an effort to further enhance the recreational opportunities available to Barry County residents and to leverage the resources that are available in the most efficient and effective manner, the Barry County Board of Commissioners recently established a "Barry County Parks & Recreation Grant" program. The Board will allocate up to a combined total of \$25,000 annually beginning with the calendar year 2009 budget.

Matching grants will be available to all Barry County Municipalities and Public School Districts with schools located in Barry County for the construction of new or the upgrade to existing parks on municipally or school owned property. Application can be made beginning June 1, 2009 by the Municipality or Public School District to the Barry County Administration office, 220 W. State St., Hastings, MI, 49058, attention Parks & Recreation Board. Municipalities are defined as any township, village, or city wholly or partially within the political boundaries of Barry County.

Applications will be reviewed and recommended by the Barry County Parks & Recreation Board during each grant cycle for final award by the Board of Commissioners. A maximum of \$5,000 will be awarded to a single project, with the total grant being no more than 25% of the total project.

For Example:

- 1) Municipality / School A's project is \$16,000 the maximum grant award is \$4,000.
- 2) Municipality / School B's project is \$100,000 the maximum grant award is \$5,000.

For questions or to request additional information please e-mail Michael Brown at mbrown@barrycounty.org. Michael Brown will forward your request to the appropriate Barry County Parks & Recreation Board members to answer your questions.

Barry County Commissioners

Dr. Michael Callton, Chairman

BARRY COUNTY PARKS & RECREATION

Grant Application & Instructions



Parks & Recreation Grant Application Package is to include:

- 1) Completed Barry County Parks & Recreation Grant Application form.
- 2) Full and complete description of new construction or upgrade.
- 3) Preliminary itemized project cost estimate per the Grant Budget Format attached.
- 4) Detailed site plan drawings. (Include site pictures and examples as appropriate.)
- 5) Commitment letters from donors and details on how the project will be funded.
i.e. in-kind services, skilled labor donation, materials donated, professional services donation, cash donations. (Volunteer hours will not be considered as in-kind services.)
- 6) Long term (finished project) maintenance plans.

Please submit 6 copies of your Grant application package & support information to:

**Barry County Administration
Attention: Parks & Recreation Board
220 West State Street
Hastings MI 49058.**

The Barry County Parks & Recreation Grant Committee will review grant requests when documents are received. Additional information may be requested prior to making a final determination. Grant recommendations will be forwarded to the Barry County Commissioners for final approval. All Grant applicants will be notified in writing of grant approval or denial.

Grant Cycle:

Complete grant applications received between August 2 and March 1 are reviewed for the Spring Grant Cycle; complete grant applications received between March 2 and August 1 are reviewed for the Summer Grant Cycle.

- 1) Applications are accepted at any time during the year.
- 2) Only fully completed applications will be considered. All others will be returned to the applicant for clarification and completion and may be resubmitted.
- 3) Revised and resubmitted grant applications will be accepted according to the current grant cycle at the date of resubmission.

Grant Guidelines:

- 1) Grants are to be utilized for new construction or upgrades to existing facilities for parks and recreation projects only.
- 2) Eligible applicants include Municipalities within Barry County and Public School Districts with school buildings in Barry County. (Municipalities are defined as any township, village, or city wholly or partially within the political boundaries of Barry County.)

- 3) A maximum of \$5,000 can be awarded to any approved single project.
- 4) The grant request cannot exceed 25% of the total project.
- 5) A grant award will be made to an entity no more than once every three years.
- 6) Barry County Commissioners will make the final approval of grant awards and enter into a contract for services with the applicant.
- 7) Grant money will be distributed when a final cost estimate is received, match is complete and demonstration of match is forwarded to and approved by the Barry County Administrator's Office.

The Barry County Board of Commissioners reserves the right to discontinue the Barry County Parks & Recreation Grant Program at anytime. All requests in the application consideration process at that time would be reviewed with final determination made and communicated in writing to the applicant.

BARRY COUNTY PARKS & RECREATION
Grant Application



Date of Application: _____ Federal E.I.N.# _____

Legal name of Municipality/School District applying: _____

Supervisor/Mayor/Superintendent: _____

Park/School name: _____

Contact Person/Title (if different): _____

Address (Principal/administrative office): _____

City/State/Zip: _____ E-Mail: _____

Phone Number: _____ Fax Number: _____

List any previous support from the County Parks & Recreation Board in the last 3 years: _____

Project Name: _____

Purpose of Grant (one sentence): _____

Dates of the Project: _____ Amount Requested: \$ _____

(Cannot exceed more than 25% of the total projected budget or \$5,000, whichever is less)

Total Project Cost: \$ _____

Geographic Area Served: _____

Signature, (Mayor / Supervisor / President)

Date

Typed Name and title

Signature, Contact Person

Date

Typed Name and title



BARRY COUNTY PARKS & RECREATION

Grant Application Format

Please provide the following information in the order specified. Use the headings, subheadings and numbers provided in your own word processing format, for specific itemization of line items when appropriate.

A. NARRATIVE

1. Organization Information

- a. Brief statement of organization's mission and goals.
- b. Description of current programs, activities and accomplishments.
- c. Organizational chart, including Board, staff and volunteer involvement.

2. Purpose of Grant

- a. In one sentence, why do you need this funding?
- b. What results do you expect to produce?
- c. What are the benefits that your program will seek to achieve?
- d. How will you know when you are successful?
- e. What are the expenses you expect to encounter? What are the other funding sources you have identified? If your plan is to run this project long-term, what sustainable funding have you secured or identified?

B. ATTACHMENTS (Mandatory unless otherwise noted)

1. List of Board members.

2. Financial Information:

- a. Use the Grant Budget Format that follows.
- b. List names and amounts requested of other foundations, corporations and other funding sources to which this proposal has been submitted.

3. Letters of support should verify project need and collaboration with other organizations (optional).

BARRY COUNTY PARKS & RECREATION

Grant Budget Format



Please provide the following information.

A. Time period this budget covers:

B. Expenses: include a description and the total amount for each of the following budget categories, in the following order:

	Total Project Expenses	Grant Amount Requested
Labor*	\$ _____	\$ _____
Equipment*	\$ _____	\$ _____
Materials*	\$ _____	\$ _____
Other	\$ _____	\$ _____
Total Project Expenses	\$ _____	Total Amount Requested \$ _____

*All Starred Items should be detailed, with approximate cost per item.

C. Revenue: include a **description and the total amount** for each of the following budget categories. Please indicate which sources of revenue are committed and which are pending.

	<u>Committed</u>	<u>Pending</u>
1. Grants/Contracts/Contributions		
Local Government	\$ _____	\$ _____
State Government	\$ _____	\$ _____
Federal Government	\$ _____	\$ _____
Foundations (itemize)	\$ _____	\$ _____
Corporations (itemize)	\$ _____	\$ _____
Individuals	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____
In-Kind Support:		
(Materials/equipment)	\$ _____	\$ _____
Other (Specify)	\$ _____	\$ _____
2. Amount requested from this grant	\$ _____	\$ _____
Total Revenue	\$ _____	\$ _____