

# Clermont County Park District 2018 Community Parks Improvement Program Checklist

## *Application Guidelines*

1. \_\_\_\_\_ Attend the informational meeting at the Pattison Park Lodge with any questions you might have. Wednesday, July 25, 2018 at 10:00 AM, or at 6:30 PM.
2. \_\_\_\_\_ Complete Grant Application form and Project Cost Estimate worksheet (example enclosed). One (1) project per form; maximum of two (2) project applications per grant cycle. Number your applications in order of priority, #1 being the highest priority. **For projects more than \$2,000-Attach at least two estimates or your application will not be reviewed.**
3. \_\_\_\_\_ Include a Resolution of Support from the governing body – Village or City Council, Township Trustees – supporting the grant application (example enclosed).
4. \_\_\_\_\_ Include a Statement of Responsibility from the governing body – Village or City Council, Township Trustees – supporting the proposed project (form enclosed).
5. \_\_\_\_\_ Deadline for returning completed applications is: 4:00 PM **Thursday, September 20, 2018.**
6. \_\_\_\_\_ Address how the project(s) will be a benefit to 1) *health and wellness and/or 2) safety issues* of the community and the park area.
7. \_\_\_\_\_ Please include a photograph of the project site area and/or recreational equipment that may be affected.  
Return your application to:  
**Grant Award Committee  
Clermont County Park District  
2228 US HWY 50  
Batavia, OH 45103**

## *Award Rules*

In order to exercise prudent management of funds voted by Clermont County taxpayers, Clermont County Park District requires the following information before distributing grant funds awarded through our Community Parks Improvement Program:

1. \_\_\_\_\_ Copies of all paid receipts, canceled checks and/or other documents proving expenditures covered by the grant award.
2. \_\_\_\_\_ Pictures of completed project with proper Park District Grant signage in place.
3. \_\_\_\_\_ The appropriate village/city/township authority ***must*** provide Clermont County Park District with a letter stating the date the project has been completed and ask for reimbursement.
4. \_\_\_\_\_ If actual expenditures are less than the amount awarded, the actual amount will be reimbursed.
5. \_\_\_\_\_ All approved projects must be complete and final paperwork ***must*** be submitted within one year of the award date in order to be reimbursed.

# Clermont County Park District 2018 Community Parks Improvement Program Grant Application

**Political Subdivision:** \_\_\_\_\_

**Community Park:** \_\_\_\_\_

**Park Address or Location:** \_\_\_\_\_

**Contact Person/Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:**                      **Daytime** \_\_\_\_\_                      **Evening** \_\_\_\_\_

**Email Address:** \_\_\_\_\_                      **Project Priority #** \_\_\_\_\_

**Brief Description of Project:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Project Cost Estimate Instructions**

On the reverse side of this form you will find a worksheet which should simplify your project cost planning and assist the review committee in considering your request.

1. Provide a brief description of each component of your project in the left column. This should be detailed enough to allow the review committee to understand what the item is and the volume or quantity being planned. Copies of catalog pages work well for equipment descriptions if not provided on estimates.
2. Provide an estimated cost for each component. Attach copies of written estimates for each component. At least 2 estimates should be obtained for both equipment and services if your project is over \$2,000. Park District can provide assistance in locating vendors. The Committee prefers you use local vendors if possible. Fill out the application for the best estimates. Do not fill out an application for each estimate. Playground Equipment must be IPEMA Certified.
3. Provide a brief description of donated goods and services including supplier/group name and estimated value.
4. If requesting over \$10,000, you must provide 25% cash match.

**Estimated completion date for the project:** \_\_\_\_\_



**Clermont County Park District  
2018 Community Parks Improvement Grant Program**

***COUNCIL RESOLUTION***

WHEREAS, the Village/City/Township of \_\_\_\_\_ desires to see its residents enjoy the benefits of a community park;

BE IT RESOLVED: that the Village/City/Township of \_\_\_\_\_ expresses its support for a Community Park Improvement Grant application to be submitted to Clermont County Park District, which application will reimburse expenses for the improvements listed on said application to the community park of the Village/City/Township known as the \_\_\_\_\_ Park.

BE IT RESOLVED: that the Village/City/Township understands that reimbursement of approved expenses will only take place if and when all deadlines are met and requested documentation is submitted.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Signed:

\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

**Clermont County Park District  
2018 Community Parks Improvement Grant Program**

***STATEMENT OF RESPONSIBILITY***

The Village/City/Township of \_\_\_\_\_ hereby states that it will be responsible for the expenditure of \$\_\_\_\_\_ awarded by Clermont County Park District through the Community Parks Improvement Program for the purpose of \_\_\_\_\_  
\_\_\_\_\_ (description of project).

It is understood that the funded project must be completed and required completion paperwork submitted by one year from award date for awarded funds to be disbursed. It is further understood that the Grant Program Sign provided by Clermont County Park District must be placed at the project site. The Village/City/Township also states that it will take appropriate measures to assure that the project described above is adequately maintained for the present and future benefit of citizens of the community.

Signed \_\_\_\_\_  
(Appropriate village/city authority)

Title \_\_\_\_\_

# Clermont County Park District

## 2018 Community Parks Improvement Program

### Grant Application **Example**

**Political Subdivision:** Village of Union City, OH

**Community Park:** Railroad Park

**Park Address or Location:** Located at the southwest corner of Fourth and Main Street

**Contact Person/Title:** John Doe, Park Board President

**Mailing Address:** P.O.Box 123, Union City, OH 45678

**Telephone:**                    **Daytime** (513) 000-0000                    **Evening** (513) 000-0000

**Email:** unioncityadmin@unioncity.gov                    **Project Priority #** 1

**Brief Description of Project:** Installation of a new playground gym which will increase the safety of the children using the park. This new playground set will allow a safe avenue for more children to play in the park. Because of the age and condition of the previous playground equipment liability from injury will be reduced as well. Union City will contract with XYZ Excavating to prepare the playground base, purchase sand from XYZ Sand and Gravel and utilize man power from the Community Service Program to install and compact sand. Signs will be designed by a volunteer, fabricated by Acme Signs and installed by the volunteers. Park District signs will be mounted in accordance with requirements.

On the reverse side of this form you will find a worksheet which should simplify your project cost planning and assist the review committee in considering your request.

1. Provide a brief description of each component of your project in the left column. This should be detailed enough to allow the review committee to understand what the item is and the volume or quantity being planned. Copies of catalog pages work well for equipment descriptions if not provided on estimates.
2. Provide an estimated cost for each component. Attach copies of written estimates for each component. At least 2 estimates should be obtained for both equipment and services if your project is over \$2,000. Park District can provide assistance in locating vendors. Fill out the application for the best estimates. Do not fill out an application for each estimate.
3. Provide a brief description of donated goods and services including supplier/group name and estimated value.
4. If requesting over \$10,000, you must provide 25% cash match.

**Estimated completion date for the project:** 04/01/18

# PROJECT COST ESTIMATE WORKSHEET

**Materials/Equipment-Please do not record donated materials and equipment in this section**

Description	Cost Estimate
1 Giant Tumble Gym (3 estimates attached)	\$ 4385.00
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Materials/Equipment</b>	<b>\$ 4385.00</b>

<b>Total Amount of Park District Grant Funding Requested</b>	<b>\$ 3000.00</b> *
<b>Total Amount Village/City/Township Share</b>	<b>\$ 1385.00</b>

**Contracted Services-Please do not record donated services in this section**

Description	Cost Estimate
Equipment Base Preparation (2 estimates attached)	\$ 600.00
Fabrication of 6 historical signs @ \$100 per sign (4 estimates)	\$ 600.00
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Contracted Services</b>	<b>\$ 1200.00</b>

<b>Total Amount of Park District Grant Funding Requested</b>	<b>\$ 1200.00</b> *
<b>Total Amount Village/City/Township Share</b>	<b>\$ .00</b>

**Total Project Funding Requested from Park District (add 2 \*totals above)    \$ 4200.00**

**Donated Goods and Services-Not included above**

Description	Estimated Value
Community Service Workers – 40 man hours @\$8/hr	\$ 320.00
Designing signs by volunteer	\$ 800.00
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Donated Goods and Services</b>	<b>\$ 1120.00</b>

Attach supplemental information to this form.

*Return by 4:00 PM Thursday, September 20, 2018 to:*

**Grant Award Committee  
Clermont County Park District  
2228 US HWY 50  
Batavia, OH 45103**