



Outside Agency Request Process for Neighborhood Park Grant Funds

Individuals, organizations, and agencies make request for funds from the Neighborhood Park Matching Grant Fund by submitting the required application form and accompanying support materials.

Applications are reviewed during the first quarter of each year for which funds are allocated by the city council. The Parks and Recreation Advisory Board reviews the applications submitted by the noted deadline and invites the applicant to meet with them to discuss their project. The Board then rates all of the applications based on the following criteria and then submits their recommendations to the City Council.

Rating Criteria:

- **Need:** What is the community's need for the project? (consider the number of existing facilities in the area/community, number of individuals who will benefit from this project, is there a significant unserved or under served user group, and what is the demand)
- **Community Priorities:** To what extent does this project respond to the community's priority for such a project?
- **Availability:** Upon project completion, what is the anticipated availability of the project to the public during a calendar year?
- **Cost Benefit:** Do the benefits outweigh the cost of the project? (benefits include economic impact and community development, additional opportunities for play in the community, and reduction in youth related social problems)
- **Readiness to Proceed:** How soon after the grant is approved can the project begin? (evidence that the applicant can move swiftly towards project completion by demonstrating availability of the 50% match; permits secured; availability of needed labor pool – paid or volunteer)
- **Partnerships:** Does the applicant identify partnership arrangements? If so, what value does the partnership(s) bring to the project?

The City Council will consider the Parks and Recreation Board's recommendations at a Council meeting. Project applicants will be notified as to the action taken by council regarding project approvals.

Applicants who receive approval will be given direction as to the requirements of the grant and the submittals that must follow the completion of projects. Since this is a reimbursement grant, the project must be completed before any of the 50% matching funding will be sent to the applicant. It is the responsibility of the applicant to submit an invoice and the accompanying documents to the Parks and Recreation Department as verification that the project has been completed. Projects must be completed and documentation submitted prior to December 15 in order to be considered for reimbursement. The matching funds from the city will be withdrawn from the project after this date. If for some reason the project cannot be completed by this date, a letter explaining why the applicant cannot comply must be received by the Department by December 1st. The Parks and Recreation Board will then consider allowing for an extension to provide the time to complete the project.

12/09