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# FACILITIES GRANT APPLICATION

*TONASKET PARK AND RECREATION DISTRICT*



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## INTRODUCTION

The Tonasket Park and Recreation District is pleased to announce a facilities grant program! This program is designed to assist individuals or groups to complete small-scale projects within the Tonasket Park and Recreation District.

Up to \$5,000 of grant funding per project selected will be available to maintain or enhance public lands for recreational purposes, including facilities, athletic fields, parks, and playgrounds. Through a competitive application process, local groups or individuals will submit project ideas for consideration, review, and selection.

Projects must be located on public property within the Tonasket Park and Recreation District. There is no requirement that the projects be within the city limits of Tonasket.

Your project may cost more than the \$5000 maximum grant award. Donations or matching funds can be used to complete a project and can be in the form of money, materials, volunteer labor, or donated equipment.

We are offering this grant as an opportunity to maintain and improve local facilities. The Tonasket Park and Recreation District was created to maintain the Tonasket Community Pool and to assist in the maintenance of facilities within the district.

We want your project to be successful! We hope that your projects and ideas become fantastic contributions to our local community, and the parks and recreation district can offer some resources and assistance to help meet your goals.

## GRANT SUBMISSION TIMELINE

Applications must be submitted to the Tonasket Park and Recreation District **no later than Jan 31st, 2018**. We will rank submitted grants at the following board meeting, Feb 14th, 2018 and determine which projects we will extend offers to fund during the 2018 budget year.

Submissions can be mailed or emailed to the contact information below.

## CONTACT INFORMATION

We encourage you to contact the district before submitting your application to discuss your project and to have any questions or concerns you may have answered.

### Tonasket Park and Recreation Contact information

<b>Email:</b> Jordon Weddle: <a href="mailto:jweddle@tonasketparks.org">jweddle@tonasketparks.org</a> Rick Massey : <a href="mailto:massey@tonasketparks.org">massey@tonasketparks.org</a>	<b>Mailing Address:</b> Tonasket Park and Recreation District 25 E Winesap St Tonasket WA, 98855
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## BASIC APPLICATION INFORMATION

ELIGIBLE ENTITY, GROUP OR INDIVIDUAL	
Name:	Type of Organization:
Mailing Address:	
Applicant Contact Name:	Title:
Phone:	Email:
Primary Contact Name (if different):	Primary Phone:
Primary Contact Address:	Primary Contact Email:

PROJECT INFORMATION	
Project Name:	
Project Site:	
Project Address:	
<b>Requested Grant Amount:</b>	\$
<b>Collected Donation/Match Money</b>	\$
<b>Pledged Donation/Match Money</b>	\$
<b>Total Grant/Project Amount</b>	\$

## BRIEF PROJECT SUMMARY

Please describe the proposed project and how it will benefit your community. (100 words or less)

## APPLICATION CHECKLIST

- Complete this application.
- Complete and attach the Estimated Project Budget.
- A letter of support for the proposal from the public landowner is required for your project to be eligible.
- Provide supplemental documentation as needed. Examples: approvals from the city planner, health inspectors, letters of support from project collaborators, permits, etc. Conversations, quotes, or statements from these individuals may assist you in creating a more complete project and application. It is often difficult to know all of the crucial details without seeking out conversations with landowners, city planners, health inspectors, or other experts. The more prepared you are, the stronger your application will be.

## ELIGIBILITY CRITERIA

All projects must meet the following criteria:

1. The project must enhance or maintain public facilities within the Tonasket Park and Recreation District. A letter of support for the proposal from the public landowner is required for your project to be eligible.
  - a. Examples of enhancing public facilities are: updating a play structure(s), resizing or reorganizing ball fields, installing a regulation sized basketball court, adding electricity.
  - b. Examples of maintaining public facilities are: replacing pea gravel beneath a play structure, replacing broken equipment, maintaining or improving existing fields.
2. If you are planning to include match money, this money must be collected prior to beginning the project.
3. Family members of district commissioners and anyone the commissioners deem to pose a conflict of interest are ineligible for grant funding.
4. We want your project to be successful. You must specify how your project will reach completion, and how you will know your project is complete.

## IF YOUR PROJECT IS ON CITY OF TONASKET PROPERTY

You will need to submit your application to the City of Tonasket so that they can review your application and provide a letter of support.

Your application will be reviewed, as needed, by city employees and the city council who may have suggestions or requirements for your project. When the city is comfortable with your project, they will draft a letter of support for you to include with your application to the Tonasket Park and Recreation District. Please allow ample time for the city to review and process your application.

## WHAT HAPPENS AFTER GRANT SELECTION

Grant recipients must agree to the district's terms and conditions on funding.

When your project is complete, you'll be required to attend a Tonasket Park and Recreation District meeting to present an overview of how the project went.

## SELECTION CRITERIA

When reviewing the applications, the board will use the following criteria.

- **Impact:** Our consideration will be related to the number of people positively impacted by the project. Examples of how "positive impact" can be described include: the number of people who currently use the facility, or how many more people will be able to access the facility as a result of the project.
- **Support:** Our consideration will be related to the amount of donations in labor (volunteers), equipment, or money that will be included in your project.
- **Keep it local:** Our consideration will be based on whether your project uses local businesses, local jobs, local contractors, and local resources.
- **Ease of Implementation:** Our consideration will be based on how straightforward this project is to complete. Is it clear who will be working on the project? Are there potential roadblocks to getting this done? Is the plan well-researched and feasible within the proposed budget?
- **Sustainability:** The proposed project needs to be fiscally sustainable, structurally sound and relatively low maintenance.

# ESTIMATED PROJECT BUDGET

Please create or fill out a detailed budget. An downloadable form is included [here](#).

## DETAILED PROJECT DESCRIPTION

*Please describe your project below. Supporting documentation and quotes can be attached in the appendix for reference. It would be helpful to know how your project will reach completion (what groups will be involved, specifics in a timeline and specifics of how the funds will be spent), and how you will know your project is complete.*

# BENEFITS TO OUR COMMUNITY -- DEMOGRAPHICS

*Please describe the people who use the facility and/or describe who will benefit from the project.*



## APPENDIX

To be used to attach quotes or other supporting documentation.