



Recreation Mini-Grant Application

The Warren County Parks and Recreation Department is seeking to support community partners to promote recreation in areas within the county where recreational opportunities are limited or where recreational access is needed. Recipients must be located within Warren County. Grants will only be made to established organizations and not to individuals. The maximum grant amount is \$10,000.

The deadline for proposals is October 31, 2023, at 5:00 p.m. For more information, contact Bonnie Fitz, Parks and Recreation Director at 252-257-2272 or parksandrecreation@warrencountync.gov.

Warren County's Parks and Recreation satellite funds are used to facilitate the development and support recreation amenities for Warren County residents. The objective is to make these amenities available to as many residents as possible, and to include a broad spectrum of participants, especially in areas of the county that are underserved by current recreational opportunities/amenities.

The grant application is available on the Warren County Parks and Recreation website or physical copy from the Parks and Recreation Department at 113 Wilcox Street, Warrenton, NC 27589. All applications must be **submitted** and **received** by **October 31, 2023, by 5:00 p.m.** Applications should be submitted by:

- Email: bonniefitz@warrencountync.gov OR
- In person: Warren County Parks and Recreation Office at 113 Wilcox Street, Warrenton, NC 27589 (not a mailing address) OR
- Mail: Warren County Parks and Recreation, Attn: Bonnie Fitz, PO Box 835, Warrenton, NC 27589

Applicants must be a government entity or a non-profit organization. While those interested in applying for these funds do not have to be a registered 501 c-3, it is encouraged.

Submitted requests may not exceed **\$10,000**.

Warren County Parks and Recreation mini grants are used to facilitate the development and support of recreation needs in Warren County. The objective of this grant is to make amenities available to as many residents as possible throughout the county.

TIMELINE

All 2023-2024 grant applications must be **received** by **October 31, 2023, at 5 p.m.** All applicants will be invited to present their projects (10-minute presentation) in person at the **November 9, 2023**, Recreation Commission Meeting at 6:00 p.m. at the Armory. All applicants will be notified of their application approval or denial no later than **December 15, 2023**.

2023-2024 PROJECT FUNDING

The Warren County Parks and Recreation Department strives to expand recreation offerings throughout Warren County. While the Parks and Recreation Commission may prioritize certain locations and recreational amenities in order to achieve the strategic goals of the county, all locations and projects that meet grant guidelines will be considered.

ELIGIBILITY

Public funds must be spent on a public purpose and available to the public. For example, if awarded funds to assist with a playground, the playground should not be only available to church members. Applicants must be a government entity or non-profit organization. Applicants do not have to be a registered 501 c-3, but it is encouraged. If awarded, your organization will have to provide a W9. All projects must be ADA compliant.

FUNDING GUIDELINES

Application Submission Requirements:

- Complete application in its entirety and submit **by October 31, 2023, at 5:00 p.m.**
- In person presentation to the Parks and Recreation Commission **on November 9, 2023**

If the application form is not complete, a request will not be considered. Supplementary material may be submitted that supports an applicant's request, like price quotes, but it will not stand alone without the application form.

Applicants should include a projected timeline for the proposed project. Award recipients should expect to provide periodic updates to the Recreation Commission based on the submitted timeline. Delays in project completion and requested extensions must provide proper explanation and proof of need.

****ELIGIBLE PROJECT COSTS MUST OCCUR WITHIN ONE CALENDAR YEAR OF GRANT BEING APPROVED*****

PROJECT SELECTION

The Recreation Commission will use the following criteria as a guideline in the selection of applications (not listed in any order of priority):

- Project location
- Availability/open to the public
- First time applicant
- Matching fund availability
- Completeness of application
- Success of previous projects

Based on available funds, some requests may be partially funded, based on the opinion of the Recreation Commission, in order to equitably distribute the limited funds throughout the county.

UPON AWARD

Awards will be announced by **December 15, 2023**. Applicants that are awarded grant funds must be prepared to

- provide a semi-monthly update on the project until completion
- understand that the Recreation Commission retains the right to have grantees give project updates in person at a committee meeting
- submit all receipts, invoices, and contracts related to awarded funds by the deadlines provided
- keep photo documentation of the project and allow county access and use of these photos
- understand that they are expected to complete projects in a timely manner and within one calendar year of receiving award

Applicants are not allowed to make changes to the scope of the awarded project without approval from the Recreation Commission.

2023-2024 Warren County Recreation Grant Application

Applicant/Organization Name:

Project Name/Title:

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Applicant/Organization Contact Address:

Tax ID #: _____

Amount Requested: _____

Total Project Cost: _____

Where should the check be mailed?

Authorized signature: (The signature below is that of the person authorized to testify as to the accuracy of this application). A letter authorizing this person to submit the grant application must be included in the application. This letter may be from a lead pastor, a board of directors, a president, etc.

(Signature): _____

(Date): _____

Address of the proposed project location:

Is this a new type of amenity or facility in your area?

Yes

No

Who will this project serve and how have you seen a need for this request in your community and/or organization? How will these funds impact your community? How will this request benefit greater Warren County?

Will the items covered by this request be open and available to the public? During what hours? How will this facility and/or equipment meet ADA accessibility guidelines?

What is the timeline for completion of the project upon funding? Can you complete this project by December 15, 2024?

What is the proposed project budget/total cost request?

Are any matching funds available, either cash or in-kind (for example: land, equipment, labor, etc.)?

Yes No If yes, please give specifics:

If the project in this application is for a facility or amenity of a building or place, please explain who will oversee the long-term maintenance of this facility/amenity and what the plan for long-term care is for this facility/amenity.