

## NEVER SWEAT RECREATION BOARD GRANT APPLICATION PROCEDURE AND GUIDELINES



The following is the procedure and guidelines for recreation grants for the mill tax monies:

1. Grants will be awarded on a quarterly basis: February (Spring Quarter), May (Summer Quarter), August (Fall Quarter), and November (Winter Quarter) as advertised.
2. A public notice will be published in the local newspaper twice prior to each grant application deadline, notifying the public of the location to obtain and remit applications, the grant application deadline, and the date, time and location of the meeting.
3. Applications for recreation funds may be obtained from the chairman or his or her designee. Applications must be complete and legible. **Incomplete or inaccurate applications will be denied. Do not package your application - the first page of the submission should be NEVER SWEAT RECREATION BOARD APPLICATION FOR RECREATIONAL FUNDING, not a cover letter or artwork. Please no plastic or fancy covers.**
4. One original copy of the completed application must be submitted by the application deadline date per Public Notice. Any late submissions may not be considered.
5. The board recommends at least a 50% match for each grant application. Match can include in-kind donations which may include equipment, engineering, planning, labor, or materials.
6. If the intended project is one consisting of physical improvements or changes to property not owned by the grantee organization, grant must be accompanied by a letter/resolution from the property owner/entity.
7. Any individual applying for a grant must be sponsored by a recognized entity that will act as a recipient for the grant funds.
8. **All applications must be accompanied by price documentation for items that Never Sweat Recreation Board funding will pay for. Any one item (either goods or services) in excess of \$250 must be accompanied by a minimum of two detailed competitive bids. Bids given by contractors must have a breakdown of labor and materials, and include the name, address, and phone number of the contractor. PLEASE request the contractor be as detailed as possible within their bid as the board will not accept incomplete bids. Print outs from websites need to include the name of the online store, date the product price was obtained, and prices need to include tax and shipping. Be sure each bid is clearly labeled.**
9. Grant applications must be submitted prior to the intended project. Present this form with supporting documents by published deadline for the next grant proposal meeting (date and time in local newspaper). For questions, please call 455-2625 or email [neversweatrec@gmail.com](mailto:neversweatrec@gmail.com)
10. All applications must be accompanied by proper documentation.
11. All applicants must have a representative present at the Quarterly Meeting following the grant application deadline. Call 455-2625 for meeting dates and times or email [neversweatrec@gmail.com](mailto:neversweatrec@gmail.com).
12. All grant monies must be expended within one (1) year of grant approval date.

These applications are due approximately ten (10) days prior to the quarterly meeting (per deadline in Public Notices). The chairman or his or her designee will deliver a copy of each application to each board member prior to the regular meeting in order that members have the opportunity to study and evaluate each application, and formulate questions.

## GRANT EVALUATION GUIDELINES

The following criteria are utilized to assess grant applications for recreation board funding. They are guidelines only and the Board retains the right of final grant approval on a case by case basis regardless of these guidelines.

Proposal priorities are as follows:

- Priority One: 40 points or more
- Priority Two: 35 – 39 points
- Priority Three: 30 – 34 points
- Priority Four: 25 – 29 points
- Priority Five: 24 points or less

SECTION ONE: Each of the following criteria shall be evaluated on a scale from one to four where alternative (a) is worth four points, (b) is worth three points, (c) is worth two points, (d) is worth one point, and (e) is worth zero points unless otherwise noted.

1. This project or activity will serve:
  - (a) All ages - 4 points
  - (b) Any other limited age group (for example: ages 18 – 54, preschool, school age, senior citizen) - 2 points
2. This project or activity will serve:
  - (a) More than 100 people
  - (b) 50 – 99 people
  - (c) 25 – 49 people
  - (d) 24 people or less
3. Monies received from Never Sweat Recreation Board grants during the past calendar year equal:
  - (a) Less than \$5,000.00
  - (b) \$5,000.00 - \$10,000.00
  - (c) \$10,000.00 - \$15,000.00
  - (d) More than \$15,000.00
4. Utility of the project or activity:
  - (a) Year round, annual, or ongoing benefit
  - (b) 8 – 11 month benefit
  - (c) 5 – 7 month benefit
  - (d) 1 – 4 month benefit
  - (e) Less time – zero points
5. Where will the funds be spent?
  - (a) Dubois
  - (b) Fremont County
  - (c) Wyoming
  - (d) Out of state

SECTION TWO: Each of the following criteria shall receive four points for an affirmative answer and zero points for a negative one.

1. The applicant has used public input in the planning of this project and evidence of public input / participation is included.

\_\_\_\_\_ yes                      \_\_\_\_\_ no

2. The project or activity fulfills a documented need within the recreation district boundaries (Fremont County School District No. 2).

\_\_\_\_\_ yes                      \_\_\_\_\_ no

SECTION THREE: Scoring for the following criteria shall be based upon a four-point value for (a), two points for (b), and zero points for (c).

1. The applicant has coordinated this project with other public or certified agencies providing for joint utilization of the project or activity. A written agreement exists between the agencies.
  - (a) Both coordination and a written agreement
  - (b) Coordination only
  - (c) No coordination
2. The activity or event is:
  - (a) Directly related to recreation
  - (b) For maintenance, infrastructure, or support to recreation
  - (c) Not directly related to recreation
3. The applicant's previous projects have commenced and culminated in a timely manner.
  - (a) All have or there are no previous grants to compare
  - (b) Most have
  - (c) Most have not
4. The project or activity proposal's preparation and documentation was:
  - (a) Complete containing application forms, accompanying maps, graphs, charts, or other pertinent information. The application contained categorical cost estimates, appropriate signatures, and any additional information which assists the Board in determining the value of the proposal.
  - (b) Incomplete and follow-up documentation was necessary to complete the required information.
  - (c) Not provided and extensive follow-up was necessary to obtain pertinent information.

## GRANT APPLICATION CHECKLIST

All applications must include:

- \_\_\_\_\_ 1. A completed original application form.
- \_\_\_\_\_ 2. One (1) copy of original application form and all supporting documents.
- \_\_\_\_\_ 3. Supporting project budget documents.
- \_\_\_\_\_ 4. Two (2) detailed bids for any item, either goods or services, over \$250.00.
- \_\_\_\_\_ 5. Documents to support matching funding or in-kind match.

Include as applicable:

- \_\_\_\_\_ 6. Maintenance plan.
- \_\_\_\_\_ 7. Site maps.
- \_\_\_\_\_ 8. Evidence of public participation.
- \_\_\_\_\_ 9. Statement assuring public access.
- \_\_\_\_\_ 10. Memorandum of Understanding, resolutions, agreements with other entities, etc.
- \_\_\_\_\_ 11. Permits for special situations, crossing of public roads, rights of way, water obstruction, building permits.