

City-County Parks Board Maintenance or Improvement Grant Policy

A PROGRAM OF THE CITY-COUNTY PARKS BOARD

The joint Lewis and Clark County and City of Helena Parks Board is actively seeking partners (e.g. community groups, sports leagues, homeowners associations, etc.) to maintain and improve upon parkland throughout the County. The Matching Grant Program is a means of providing financial support to these partners who are interested in improving a park, trail, or similar facility.

Introduction

As provided in 76-3-621, MCA and unless otherwise exempted, subdividers are required to dedicate parkland, cash in-lieu of parkland, or a combination of land and cash as an element of the subdivision. As part of the preliminary plat application process, subdividers submit a proposal to meet the parkland dedication requirements. The final dedication must be made prior to or concurrent with filing of the final subdivision plat as described in the Lewis and Clark County Subdivision Regulations. When cash in- lieu of parkland is determined, the Parks Board works with local organizations, homeowner organizations, or individuals to apply for this funding to improve or maintain County parks. Based on Montana State Statute, cash-in-lieu monies received through the subdivision process may not be used for more than 50% of the costs associated with park maintenance.

Eligibility for Funding

Organizations or individuals applying for funding to improve or maintain existing County parkland, should be well-established and committed to the long-term maintenance of the park. A demonstrated ability to fund-raise, provide community service, and have neighborhood/community support for their proposal is helpful. The Emergency Park Improvement/Maintenance Project Grant is available for emergency assistance with a specific park improvement or maintenance project in a designated County park, trail, or recreation area that is experiencing a threat to the health and safety of residents. The Parks Board reserves the right to maintain up to a portion of the Subdivision Parkland cash-in-lieu for Emergency Park Improvement/Maintenance Projects.

Lands Eligible for Funding

Eligible lands include any designated park, school playground, community center, or other similar recreation site within Lewis and Clark County and outside of the City of Helena. If the project is not located on a County-owned park, trail, or recreation area, the owner must show that the site will be accessible to the general public.

Distribution of Funding

The City-County Parks Board (Park Board) has discretion on how much money they will contribute to a project. The decision may be made based on; criteria listed on Page 2, the plan coinciding with the direction of the County Parks Plan, as well as the ability for the applicant to fully complete the application requirements.

Types of Projects

Considering the individual needs of each park, conformance with the Lewis and Clark County Parks and Recreation Comprehensive Plan, and available funding, projects that show the following will be given priority and weighted more heavily in the Park Board's decision:

- Compliance with applicable State laws and County policies;
- Additional funding support from other agencies or organizations;
- A plan and a guaranteed source of continued funding for maintenance;
- Incorporation of ADA compliant regulations;
- Is near one or more residential subdivisions;
- Is near the subdivision that contributed parkland dedication moneys within two years of an application;
- Extensive participation and support from the community or neighborhood;
- Reduction or elimination of liability;
- Reduction in overall park maintenance;
- Connect to other public areas or parkland;
- Public benefit to entire planning area (See Exhibit "A" for planning area map);
- Is a first-time recipient of County Subdivision Parkland funding

Condition for Use and Payment of Funds

1. The Recipient shall receive all match funds when the project is complete and required documentation has been received and approved by the Parks Board. The Recipient may choose to receive payment of match funds by dividing the project into two or more major sub-projects and then requesting partial payment as each sub-project is finished.
2. The Parks Board shall reimburse the recipient up to 75% the total project costs, not to exceed the award amount, on receipt of the following: copies of invoices and/or sales receipts and a written completion report which is consistent with the Recipient's approved application and any conditions stated in the agreement (see Attachment A). Photos will be appreciated. The Parks Board reserves the right to make on-site visits and/or require the Recipient to provide additional documentation before payment of match funds.
3. The Parks Board reserves the right to review and approve all proposed project match, including time, labor, materials, services, or other expenses. Recipient is responsible for all matched funds. The Parks Board may elect to revoke funding should the required match, provided by the applicant, become unavailable.
4. In all instances wherein the Recipient has ordered and received materials and/or services, it shall be the Recipient's responsibility to pay vendor in full.
5. The Parks Board will not make cash advances to the Recipient.
6. Reimbursement of individuals or other third parties who purchase goods and services used on the project is the responsibility of the Recipient.
7. Contractors and other service providers who operate equipment or perform work on utilities (gas, water, electrical, sewer), whether performing such service for compensation or as a donation, must provide a copy of their insurance certificate and may be required to obtain regulatory permits before commencing work. Evidence of workers' compensation insurance or proof of exemption is also required. Recipients are asked not to solicit the services, paid or donated, of vendors or other individuals who are unable to meet these requirements.
8. The Parks Board reserves the right to withhold payment of match funds for Recipient's failure to adhere to these conditions. The Parks Board also reserves the right to audit the Recipient's use of match funds.

APPENDIX A: MAINTENANCE & IMPROVEMENT GRANT APPLICATION FORM

A Maintenance & Improvement Grant is available for assistance with a specific park improvement or maintenance in a designated County park, trail, or recreation area. Examples of park maintenance projects include, but are not limited to; turf aeration, vegetation management, unexpected irrigation repairs, or repair of existing facilities. Priority will be given to the types of projects listed in the above section “Types of Projects”.

All applications are reviewed by the joint Lewis and Clark County and the City of Helena Parks Advisory Board. Awards are granted at any level deemed appropriate within the available funds. The Parks Board requests a presentation for requests larger than \$5,000. The Parks Board suggests working with County Staff prior to presenting the project and submitted an application.

If you have questions about the application process or want to discuss an idea, please call Sam Neill, 406-447-8373 or email at sneill@lccountymt.gov.

GRANT PROGRAM TIMELINE

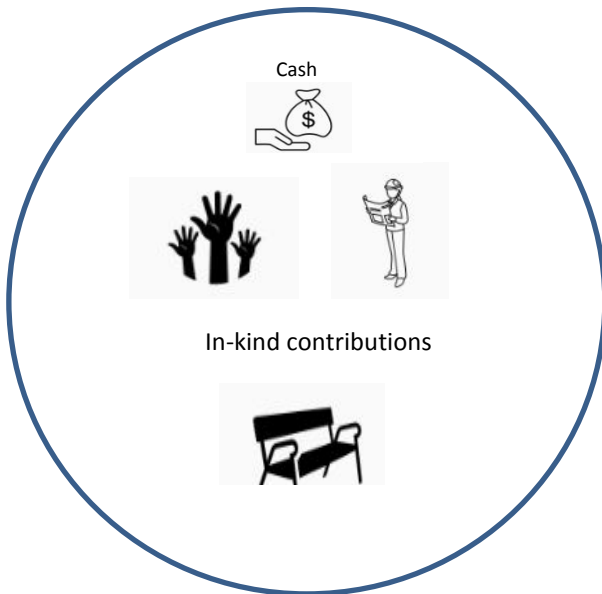
- The Parks Board will collect applications twice a year
- APPLICATIONS MUST BE SUBMITTED BY FEBRUARY 1ST AND SEPTEMBER 1ST EACH YEAR
- A decision will be made in April for applications submitted in February
- A decision will be made in November for applications submitted in September

MATCHING REQUIREMENT

All Applicants receiving grants must provide a 25% *match* of project expenses to receive funding. The *match* may consist of real cash the partner contributes to the project, and/or any in-kind contributions (donated materials, consulting services, or volunteer labor). The Applicant must identify the source of the 25% portion of the total project costs and how match funds will be used.

APPLICANT'S MATCH

Minimum of 25% of total project cost



PROGRAM MATCH

Maximum of 75% of total project cost



Project Overview

1. Name of Park or Recreational Area: _____
2. Location of Park or Recreation Area: _____
3. Name of Sponsoring Organization(s): _____
4. Name of Organization Representative: _____
5. Address: _____ City: _____ State: _____ Zipcode: _____
6. Daytime Phone #: _____
7. E-mail: _____

Briefly describe the proposed project. You will have the opportunity to describe it in more detail below.

8. Has this park previously received County funds? Yes No If so, when?

9. How much money are you requesting for this project? \$ _____

10. How many hours of volunteer labor are expected to be used? _____ x \$10/hr = \$ _____

11. What is the expected value of donated materials? \$ _____

12. *How much money will your organization contribute to the project? \$ _____

13. What is the total cost of this project? \$ _____

*** Note: The requested amount should be no more than 75% of the total project cost**

DESCRIPTION OF ORGANIZATION

1. Names of Board Officers
 - a. President: _____
 - b. Vice President: _____
 - c. Secretary: _____
 - d. Treasurer: _____
 - e. Members at Large: _____

2. Number of Volunteers: _____

3. Number of Members: _____

4. Organization's previous community service:

PRESENT SITE CONDITION

1. Approximate acreage: _____
2. List any facilities presently on-site:

3. Describe the condition of vegetation and noxious weeds:

4. List adjacent property owners and uses:

5. Describe the accessibility to general public (hours, seasons, any other access restrictions):

6. In which Planning Area is this park located? Exhibit "A" shows a map of the Planning Areas.
(Please circle)

Augusta

Canyon Ferry

Craig/Wolf Creek

Helena Valley

Lincoln

Marysville-Canyon Creek

PROPOSED PROJECT

Describe the project in detail below.

Use additional paper if necessary. Note that a single project is not necessarily expected to address every issue listed below. Additional consideration will be given to projects addressing these needs as identified in the Lewis and Clark County Parks and Comprehensive Plan.

Be sure to address:

- Why the project is needed
- Whom it will serve
- How it will benefit the public
- If applicable, describe how this project will increase the access for people with disabilities
- If applicable, describe how this project will increase the quality or amount of natural habitat

Itemized Project Budget.

Please attach a minimum of two bids for any contracted work. This is for reference only; applicants are not required to choose the lowest bidder. Any volunteer contributions must be documented and signed and dated by the volunteer.

Example Matching Grant

Expense/Contribution	Total Costs	In-kind Costs	Other Funding Source(s)	Request for Grant Reimbursement (= / < 75%)
Pruning equipment: loppers, pole saw, lawn refuse bags	\$150		Donation from Rotary Club (\$40)	\$110 Applicant pays at least: \$38
New basketball court install: court costs and 10 hrs volunteering x \$12	\$15,000	\$10,800	School Fundraiser (\$7,500)	\$18,300 Applicant pays at least: \$6,450
Cement block and gravel for retaining wall repair	\$650		Applicant gets HOA to pay \$200	\$450 Applicant pays at least: \$163
Rebuild and repair retaining wall (14 hours of volunteering x \$12)		\$168	Applicant pays \$50	\$118 Applicant pays at least \$42

PROJECT BUDGET

TOTAL PROJECT COST: \$ _____

Expense/Contribution	Total Cost	In-kind Costs	Other Funding Source(s)	Grant Reimbursement

Please provide information on expenses that will be covered by the Applicant (25% of the cost must be matched by the applicant in order to apply for the Parks Board Matching Grant).

1. Why are these funds needed? How long has there been a need for the project?

2. Describe the project implementation schedule.

MAINTENANCE PLAN

Distribution of money will be contingent on approval of the Maintenance Plan.

1. Is this parkland within an established Rural Improvement District (RID)? Is the RID collecting money to maintain parkland? *Parkland within an RID will have to abide by County bid contracting requirements/procedure.

2. What will be the frequency and type of maintenance on the project?

3. Who will be conducting the maintenance of the property? If it is multiple organizations, this application will have to be signed by all respective organization representatives.

Organization: _____ Signature: _____

Organization: _____ Signature: _____

4. Describe the annual maintenance budget and funding sources:

LONG RANGE PLAN

1. Describe how this project relates to the long-range plans for site improvements.

APPENDIX B: Emergency Park Improvement/Maintenance Project Grant

APPLICATIONS CAN BE SUBMITTED AT ANY TIME.

The Emergency Park Improvement/Maintenance Project Grant is available for emergency assistance with a specific park improvement or maintenance project in a designated County park, trail, or recreation area that is experiencing a threat to the health and safety of residents. While the 25% match is still required, these applications can be considered and granted at any point during the year. Examples of emergency park maintenance projects include, but are not limited to; equipment or surface repair, or are out of line with ADA regulations. Priority will be given to projects that, without inference, pose a great health and safety risk to park users.

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If you have questions about the application process or want to discuss an idea, please call Sam Neill, 406-447-8373 or email at sneill@lccountymt.gov.

PROJECT OVERVIEW

Name of Park or Recreation Area: _____

Location of Park or Recreation Area: _____

Name of Sponsoring Organization(s): _____

Name of Organization Representative: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone #: _____

E-mail: _____

Briefly describe the problem with the existing park. You will have the opportunity to describe it in more detail below.

Has this park previously received County funds? Yes No If so, when?

How much money are you requesting for this project? \$ _____

What is the expected value of donated materials? \$ _____

*How much money will your organization contribute to the project? \$ _____

What is the total cost of this emergency improvement project? \$ _____

PRESENT SITE CONDITION

7. Approximate Acreage: _____

8. List any facilities presently on-site:

9. In which Planning Area is this park located? Exhibit "A" shows a map of the Planning Areas. (Please circle)

- | | | |
|---------------|--------------|-------------------------|
| Augusta | Canyon Ferry | Craig/Wolf Creek |
| Helena Valley | Lincoln | Marysville-Canyon Creek |

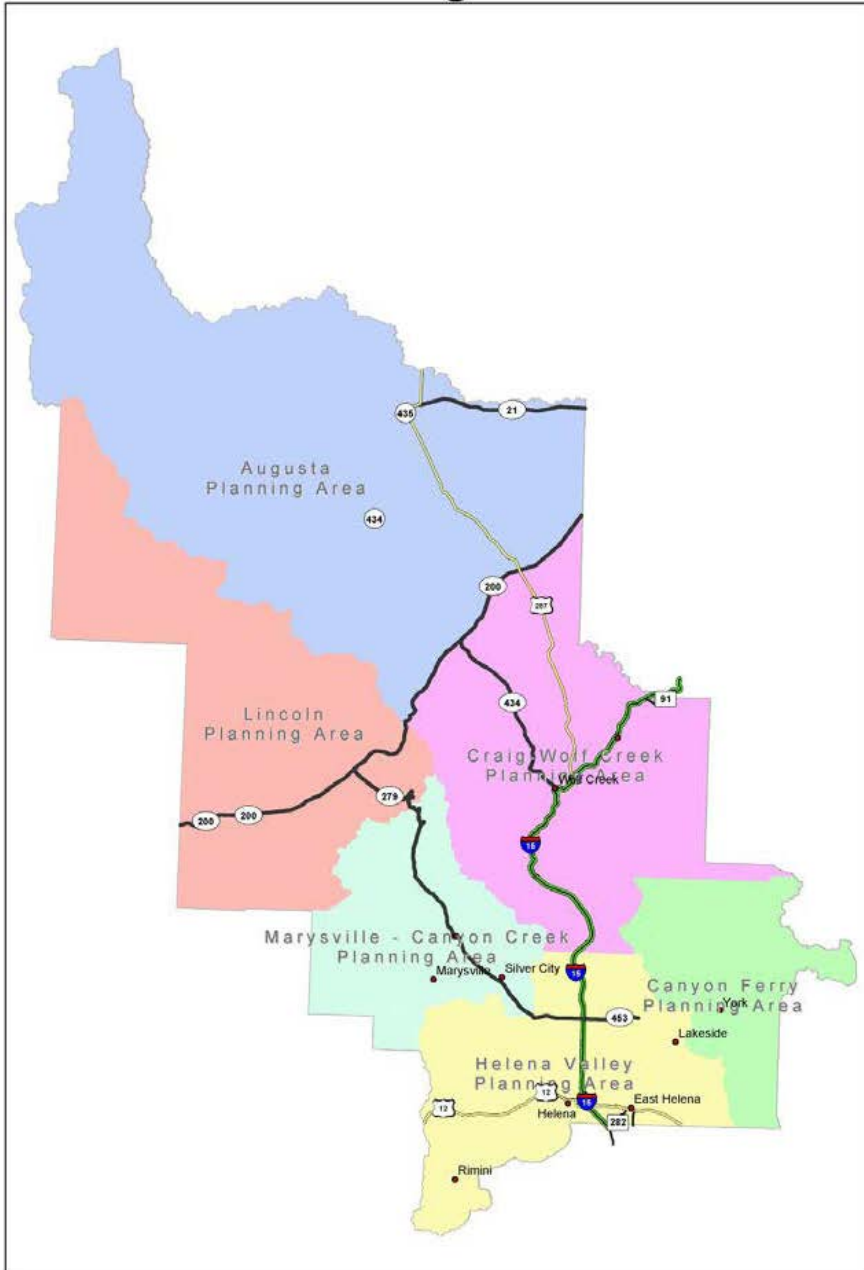
Please describe in detail the need for emergency park improvement or maintenance funds.

1. How do you plan to maintain the park once the problem has been fixed?

2. Who currently maintains the park?

Exhibit "A": Planning Areas

Planning Areas



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