

**CARBON COUNTY SCHOOL DISTRICT #2 RECREATION BOARD
GRANT REQUEST GUIDELINES
(AS AMENDED JUNE, 2011)**

Preamble

Purpose: The purpose of the Carbon County School District #2 Recreation Board (hereinafter "CCSD#2 RB") is to coordinate and provide recreational opportunities for the patrons of Carbon County School District #2. Requests for funding will be considered for capital construction, recreational equipment, supplies and materials, and operation and maintenance of existing facilities.

I. The CCSD#2 RB operates under a fiscal year budget, which begins July 1 of each year and concludes June 30 of the following year. Taking into account all requests for funding, CCSD#2 RB prepares its budget for submission to the Carbon County School District #2 Board of Trustees in time for them to adopt a tentative district budget in May of each year. Therefore, CCSD#2 RB must have all requests for funding by the fifteenth (15th) day of February preceding the start of the fiscal year in question.

II. The request for funding submitted must include all five sections (A – E) listed below, where applicable. Requests without proper documentation will not be considered:

A. Master Plan

1. A drawing showing the land boundaries and the location of all proposed improvements, including improvements anticipated in the future but not requested in the current request for funding.
 - a. Identification of those improvements included in the current request for funding.
 - b. Location of the utilities required to serve the proposed facility.
 - c. A drawing showing easements, rights-of-way, withdrawn parcels, and similar undeveloped tracts within the parcel of land.
2. A prioritized listing of any recreation equipment, supplies and materials, including the planned usage of said items.

B. Development Plan

1. Explanation of the proposed project with supporting documentation (i.e. photographs, drawings, maps or other pertinent documents).

C. **Finance Plan**

1. Explanation from the requesting party of its intentions to finance the recreation project.

Dollar amount requested from the CCSD#2 RB. **Reimbursement for shipping and handling charges must be included.**

2. Dollar amount of the contributions to be made by the requesting party to include in kind contributions.
 - a. The requesting party administers the project entirely in its own name and makes direct payment for all work performed and/or equipment, materials and supplies purchased. CCSD#2 RB will reimburse the requesting party upon receipt of CCSD#2 RB voucher with pertinent attachments to include invoices, time sheets, receipts and/or copies of checks etc.
 - b. **FOR CARBON COUNTY SCHOOLS ONLY:** The payment plan for projects submitted from Carbon County School District #2 will be billed to the schools and submitted to the CCSD#2 RB for direct payment to the vendors listed on the voucher.

D. **Maintenance Plan**

1. A statement as to how and by whom (party or independent contractor) the project for which funds are requested will be maintained following completion of the project.
2. A statement setting forth the projected costs of maintenance, the availability of funds to accomplish such maintenance, and the sources of such funding.

E. **Statement of Need**

1. An explanation of limitations of the requesting party to fully fund the project in the absence of the request for funding from the CCSD#2 RB.
2. Alternative funding sources considered, if any.
3. An analysis by the requesting party to determine that the proposed project will serve the public interest in the area of recreation.

- III. The CCSD#2 RB does not fund the following: receptions or activities requesting food, requests from a sole proprietor, and equipment, supplies, materials not specifically related to recreation.
- IV. At the time of notification of award, CCSD#2 RB will prepare and forward to the requesting party an agreement relating to the project, financing of the project, and the maintenance of the project following its completion. The agreement will set forth in detail the responsibilities of the requesting party and of CCSD#2 RB relating to the project. The project's starting and completion dates will coincide with the timetable specified in the agreement. CCSD#2 RB will specify the deadline for the return of the agreement. The requesting party must execute the agreement with signatures from its appropriate officers and return the executed agreement to CCSD#2 RB. If any unforeseen circumstances arise and the requesting party is unable to use the grant funding awarded, it is the responsibility of the requesting party to contact a member of the CCSD#2 RB.
- V. The CCSD#2 RB fiscal year runs from July 1 to June 30. The budget is tentatively adopted at the school board's May meeting. The final budget is approved the third Wednesday of July each year. The CCSD#2 Recreation Board will send out contracts after the approval at the budget hearing. **If a grantee spends any funds based on the tentative budget approval and does not wait to receive a contract, the grantee will risk the chance of being denied payment by the CCSD#2 RB. No expenditures prior to July 1 will be considered.**
- VI. A voucher with required documentation i.e. invoices, time sheets, receipts and/or copies of checks etc. must accompany any and all requests for payment from CCSD #2 RB. All vouchers for payment must be received by any member of the CCSD#2 RB on or before June 30 of said fiscal year. **Vouchers submitted after June 30 will not be paid.**
- VII. Once a request for funding has been submitted and/or approved, any request for changes or substitutions to the project will be denied.
- VIII. Design and project quality are subject to review by CCSD#2 RB. Final inspection of the project by CCSD#2 RB and the requesting party may occur upon completion of the project.
- IX. The requesting party will furnish to CCSD#2 RB **six (6)** copies of the request for funding. Please send them to **CCSD#2 RB, P.O. Box 661, Saratoga, WY 82331**. Requesting party will provide the name, complete address, and telephone number of a contact person.