

Zionsville Parks and Recreation Department

1075 Parkway Drive

Zionsville, IN 46077

(317) 733-2273 FAX (317) 733-2275

RECREATION GRANT FUNDS

Purpose: To provide a funding source for the establishment of new recreational opportunities, and/or the continuation or expansion of an existing recreation program.

Eligibility: Non-profit organizations serving Zionsville and presenting a recreation program that will benefit the Zionsville community. The funds will not be limited to preexisting groups or organizations. All age groups are eligible. The program, projects, facilities, or services must be open to the general Zionsville public. Funding is intended to assist in the initial costs of a program or expansion of existing programs and is not intended to be ongoing. The maximum request considered will be \$5000, while smaller amounts are encouraged. Any further funding needed to complete the project will be solely the responsibility of the applying organization. Generally, requests must be for expenditures in the current calendar year. The only exception could be if the Park Board, specifically and in writing, approved a grant event that was to be held in the first third (only) of the year immediately following the grant award year. Such a program could fall too near the normal April 1st grant application submission target and in such a case applying within the same year might be problematic.

Even in such cases of an approved and awarded recreational grant project falling in the 1st third of the year immediately following the grant award decision, the portion of the recreational grant project which the grant funds would be reimbursing must be...

**For an approved use for the grant and its reimbursement funds; and,

**To be an approved recreational grant cost that was incurred during the same calendar year as the actual grant submission and award; and,

**For a project component that was also fully completed in the same calendar year as the grant submission/award; and,

**The full reimbursement request paperwork and supplemental verifying documentation for the completed project portion would have to be submitted by Nov 30th (or the Friday before if such falls upon a weekend) in the same year as the original grant submission.

So, in all cases, *all* reimbursements for *any* reimbursable grant funds must be fully incurred, documented, and appropriate paperwork submitted by Nov 30th of the same calendar year as the grant submission and approval. If the 30th falls on a weekend the submission deadline would be the immediately preceding Friday. This date allows the department to submit via the Town processes in time for any approved funds to be reimbursed from the budget within the same fiscal year as approval. This is critical as budget funds normally revert at the end of a year, effectively becoming “lost” to our use.

An entity that was awarded a grant in the immediately previous grant cycle (so generally this would mean, in the previous year), may not apply for another grant in the next cycle immediately following their award. They will become eligible in the second, full grant cycle after the cycle in which the award was made. Since a single grant cycle typically encompasses a full calendar year, this would mean successful applicants would be generally skip a year before becoming re-eligible. This Recreational Grant Program is generally intended to serve as a catalyst for new recreation programming and such ongoing opportunities. The Park Board wishes to jump-start such efforts to benefit our community without risking any entity becoming reliant on the Board for outside funding.

Application Deadline: Initial application for the grant funds must be made to the Zionsville Parks and Recreation Department by the set deadline within each year (typically April 1st, but it is always good to check with the department to confirm). The Recreation Advisory Committee of the Park and Recreation Board will review all applications and rank them based on their merit. The Committee traditionally will make recommendations to the Parks and Recreation Board at their next Park Board meeting. The Board usually votes on the grant funds usage at the next available meeting after the deadline and applicants will typically be notified within one week of that Board decision. In some cases the advisory committee or the Park Board itself may ask for additional clarifications or conditions before, or as a part of, awarding funding. If some grant funds remain available after this initial Park Board award cycle, other applications may be submitted up to September 30th of that same year as long as any awarded grant funds for which reimbursement would be sought could be expended, fully documented, and submitted to the Park Department by November 30th within the same year.

Condition: Awards will be made without discrimination as it pertains to age, race, religion, gender, disability or national origin and only to eligible recipients which do not unlawfully discriminate on these criteria. Funds must be used for programs, which benefit the public, not private groups.

Application:

1. Complete the “Request for Grant Funds” form. If additional space is needed, please attach additional sheets.

Application (Cont):

2. An authorized official, usually the chief officer, of the submitting organization, must

sign each application. The person signing the applications must have authority to make legally binding commitments on behalf of the applicant organization.

3. Appendices should include (if applicable): (1) IRS tax-free status documentation; (2) governing board roster; (3) other documentation considered vital to reviewers (i.e., applicant organization's most recent annual financial statement)
4. Description of Submitting Organization: Brief statement of purpose, historic community presence, administrative structure pertinent to the request, experience in administering grants and other relevant information. Include names and addresses of governing board and IRS Determination letter, if applicable, in an appendix. Supplemental paper work can be attached to the base application if needed for purposes of completely fulfilling this requirement.
5. Staff: Key personnel responsible for the funds and the project, along with their qualifications must be listed.
6. Budget for funds requested, how funds will be spent, and other outside partners.
7. A report summarizing the program and expenses will be required at the Parks and Recreation Board meeting following the final disbursement of funds. In almost all cases, this will be at the January Park Board meeting immediately following the year of the grant's award.

Return the completed form to: Zionsville Parks and Recreation Department, 1075 Parkway Drive, Zionsville, IN 46077, ATTENTION: Recreation Committee.

Administration: Grant funds will be available immediately after notification of awards based upon proper documentation submission to, and processing at, the monthly Park Board meetings. To receive the funds, Grantee organizations will fill out reimbursement requisition forms for grant lated funds they have already spent, and submit such along with receipts and other documentation after using their own agency funds. To avoid many, small payments, requisition requests must be made when receipts total at least \$250 in payments (i.e. submitting organizations should wait until they have several items for reimbursement if totals are less than \$250). Unused funds at the end of the calendar year will not be available beyond that particular grant year and successful applicants must meet reimbursement submission deadlines. Eligible grantees may reapply for funding in the next applicable grant cycle for which they fulfil requirements (see Eligibility above).

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Internal Procedures (for departmental use only)

Public Communications Committee (PCC): Shortly after the Board has voted an approved budget for grant funds, PCC will place announcements notifying the public about grant availability, submission timetables, and application information in the local newspapers, Town and Park websites, and other outreach points as deemed fit.

Recreation Advisory Committee (RAC): The RAC will hold a meeting between the submission deadline and the next available Park Board meeting to consider the grant applications. The RAC will rank the applications based on merit and make recommendations to the Board for funding. In some cases the RAC may ask for supplemental clarifications from the applicant or may recommend to the Board partial funding levels for an applicant or suggest additional conditions to Board that the Grantee would need to meet as a part of the awarding funding award.

Park and Recreation Board: The board will vote on funding grant requests at the next available Board meeting after the RAC prepares its recommendations. Notices to all applicants will be sent after the Board meeting informing them of the Board's decision.

Departmental: Successful grant applicants will be assigned a grant number with their award notice. Reimbursement forms are in the packets applicants download and are fairly self-explanatory. The packet the applicant's packet information also indicates they need various supplemental verifying proof of the expenditure of funds, but the department will be available to field questions and otherwise provide advice to an applicant preparing their first reimbursement submission forms.

The department will also set up a separate file for each grant number assigned and identify the amount of the grant while tracking grant expenses submitted on reimbursement forms. The Town's claims process shall be used to make all payments. No billing submissions can be guaranteed after November 30th as all payments must be submitted to the Park Board and Clerk-Treasurer's Office in time to be processed within the Town's normal year-end payment process.

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REQUEST FOR GRANT FUNDS

Name of Person or Organization _____

Purpose of Organization _____

Specific Purpose of Grant Request: _____

Benefit to the Community: _____

Target Group:

Amount Requested: (\$) _____ Date Funds are Needed: _____

Person Responsible for Grant Funds: _____ Title: _____

Ph-Number: _____

E-mail Address: _____

Signature: _____ Date: _____

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**AGREEMENT TO USE FUNDS FOR
PUBLIC PURPOSES ONLY AND TO
FOLLOW THE RECREATION GRANT
PROCEDURES**

If the Grant request would be approved, by accepting funds from the Town of Zionsville's Board of Park and Recreation, the grantee agrees to use the funds for the approved public purposes and furthermore: only as defined in the grant application, as accepted by the Park Board upon grant approval, and with any further modifications and contingencies so identified by said Park Board. The grantee will use these reimbursement funds only to help defray the costs of the Park Board approved public programs, projects, facilities, or services within the same calendar year as grant approval unless specifically allowed by the Park Board in writing for a program occurring in the first quarter of the year following the grant award. And even in such a case, only as outlined under the specific procedures identified elsewhere in these documents.

The applicant understands that as a part of making submission for reimbursement they will have to support their request form with paper documentation. Such documentation will likely include any or all of the following..., machine generated receipts (as opposed to handwritten), bills of sales showing proof of payments, and/or pertinent bank documentation such as the front and back of cancelled checks as proof of payment. They also understand they must prepare a final report of grant project for submission to the Park Board meeting where their final funding reimbursement will be considered for payment. And they must follow any other program requirements outlined in this packet or applied by the Park Board as a condition of award.

Any grant-related programs, projects, facilities, or services will be open to the general public, and will not differentiate between participants or potential participants for any inappropriate reason (an inappropriate reason is one for which the Town itself could not differentiate if it were directly providing the program, project, facility or service).

(Grantee's signature)

(Date)

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REQUEST FOR REIMBURSEMENT

Grant Number _____ (Park Dept. supplied with your award notice)

Grantee Agency _____

Person Requesting Reimbursement _____

Address _____

Phone _____

How this funding portion was used (i.e. the portion claimed for reimbursement here)

Amount Requested for Reimbursement: \$ _____

Signature _____ Date _____

This form along with receipts totaling the amount requested may be mailed or delivered to the Park and Recreation department address listed above.

For Park and Recreation Department Use only:

Total amount of Grant \$ _____

Amount used before this request \$ _____

Amount remaining before this request \$ _____

Amount requested above \$ _____

Amount remaining after request \$ _____

Paperwork sufficiently complete for Park Board consideration of reimbursement.

Initials _____ Date _____