

CAPITAL IMPROVEMENT MATCHING GRANT PROGRAM

A PROGRAM OF THE MISSOULA COUNTY PARKS & TRAILS ADVISORY BOARD

PROGRAM OVERVIEW

The Missoula County Parks & Trails Advisory Board is actively seeking partners (e.g. community groups, sports leagues, homeowner associations, etc.) to enhance and maintain public recreation facilities in Missoula County. The Matching Grant Program is a means of providing financial support to these partners on a wide variety of capital improvement projects. The development of a park asset that will remain for a minimum of five years is eligible for this funding.

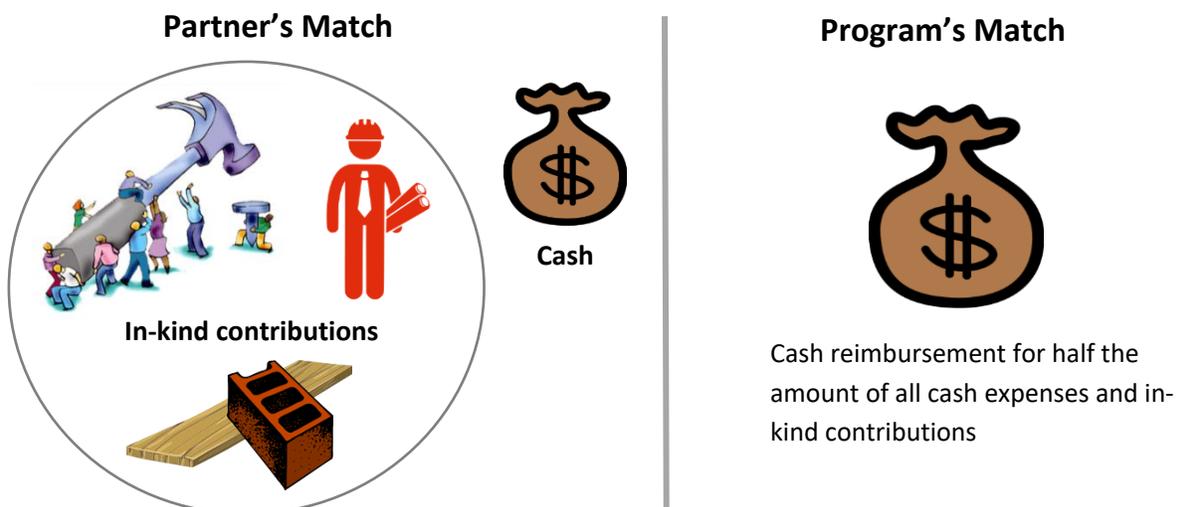
Places that qualify for funding include any publicly designated park, school playground, community center, or other similar recreation site within Missoula County but outside the City of Missoula. Projects located on Missoula County property will be prioritized in the project selection process.

HOW IT WORKS

A partner group has a great project idea but possesses limited funding or technical resources to implement the project. The partner group applies for a matching grant to cover costs from the Parks, Trails & Open Lands Program. Costs of the project are essentially split between the grant recipient and Missoula County.

Grant Amounts: Each year, \$40,000 is made available for capital improvement matching grants. There is no minimum or maximum limit for fund requests.

Match Requirement: All partners receiving grants must provide a dollar for dollar *match* of project expenses to receive funding. The *match* may consist of cash the partner contributes to the project plus in-kind contributions (donated materials, consulting services, volunteer labor). Grant recipients will first need contribute a cash match before in-kind contributions can be applied towards reimbursement.



PROJECT CRITERIA

Considering the individual needs of each park and available funding, projects that show the following will be given priority:

- Compliance with all applicable State laws and county policies;
- Additional funding support from other agencies or organizations;
- Guaranteed source of continued funding for maintenance;
- Increasing access for people with disabilities;
- Increasing recreation opportunities in the region, area, or neighborhood;
- Increasing the quality and/or amount of natural habitat;
- Extensive participation and support from the community or neighborhood;
- Reduction or elimination of liability;
- Reduction in overall park maintenance; and
- Requiring low maintenance.



ADA APPROVED PATH TO IRIS GARDEN (2015), THE HISTORICAL MUSEUM AT FORT MISSOULA

CAPITAL GRANT PROGRAM TIMELINE

- Late Summer: call for applications
- Fall: **applications due November 1st**
- Late Fall: Matching Grant Subcommittee reviews applications
- Early Winter: Missoula County Parks & Trails Advisory Board considers Subcommittee's recommendation
- Winter: Board of County Commissioners approves or denies the Advisory Board's recommendation; grants awarded
- May 1st: Grants from previous cycle expire. All claims must be received by June 1st.



POTOMAC SCHOOL TRACK AND RECREATION COMPLEX (2013/14), POTOMAC VALLEY

EXAMPLE MATCHING GRANT PROJECTS

Example 1: A youth sports league receives a \$6,000 grant to replace deteriorated bleacher seating. Total project cost estimated at \$12,000.

Expense/Contribution	Cash	In-kind/Volunteering	Grant Reimbursement
Lumber and fasteners from local supplier (supplier gives 50% off retail value)	\$2,000	\$2,000	\$2,000 [\$4,000 balance]
Concrete for footings, ADA access path and pads	\$3,200		\$1600 [\$2,400 balance]
Construction permits	\$100		\$50 [\$2,350 balance]
Construction contractor for bleachers (25% of labor donated)	\$1500	\$500	\$1000 [\$1,350 balance]
Bleacher construction (60 hours volunteering)		60 hrs. x \$12 = \$720	\$720 [\$630 balance]

Example 2: A Homeowners Association receives a \$10,000 grant for playground equipment in a County Park. Total project cost estimated at \$20,000.

Expense/Contribution	Cash	In-kind/Volunteering	Grant Reimbursement
Playground layout from architect (pro bono)		\$1,000	\$0.00 (\$500 credit towards pending cash match) [\$10,000 balance]
Prepare site for equipment (15 hours volunteering)		15 hrs. x \$12 = \$180	\$0.00 (\$180 credit towards pending cash match) [\$10,000 balance]
Playground equipment	\$17,000		\$8,500 + \$680 credit = \$9,180 [\$820 balance]
Grass seed, mulch, shrubs	\$900		\$450 [\$370 balance]
Seeding, mulching, planting (40 hours volunteering)		40 hrs. x \$12 = \$480	\$370 (remaining balance exhausted) [\$0 balance]

CAPITAL MATCHING GRANT PROGRAM

ATTACHMENT B: CONDITIONS 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 Missoula County, including documentation that non-County owned sites will be accessible to the general public. 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 County shall reimburse the recipient for half 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 County reserves the right to make on-site visits and/or require the Recipient to provide additional documentation before payment of match funds.
3. The County 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 County may elect to revoke a Capital Grant should the required match 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 County 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 County reserves the right to withhold payment of match funds for Recipient's failure to adhere to these conditions. The County also reserves the right to audit the Recipient's use of match funds.

CAPITAL IMPROVEMENT GRANT APPLICATION FORM

This application is for the Capital Improvement Matching Grant. If you are interested in financial assistance for a specific park maintenance project, please see the Maintenance Matching Grant application form

PROJECT OVERVIEW

1. Name of Park or Recreation Area: _____
2. Location of Park or Recreation Area: _____
3. Name of Sponsoring Organization(s): _____
4. Name of Organization Representative: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Daytime Phone #: _____ E-mail: _____
5. Briefly describe the proposed project.

6. Has this site or facility previously received County funds? Yes No If so, when? _____
7. How much money are you requesting for this project? \$ _____
8. How many hours of volunteer labor are expected to be used? _____ x \$12/hr. = _____
9. What is the expected value of donated materials? \$ _____
10. How much money will your organization contribute to the project? \$ _____
11. What is the total cost* of this project? \$ _____

*Note: The total cost should be at least twice the request amount and include expenses, volunteer labor (\$12/hr) & donated materials.

DESCRIPTION OF ORGANIZATION

1. Names of Board Officers

President:

Vice President:

Secretary:

Treasurer:

Members at Large:

2. Number of employees:

3. Number of volunteers:

4. Number of members:

5. Length of existence:

6. Organization's previous community service:

7. Please attach all available items to your application:

Organization's annual budget Map(s) of the location Any letters of support

Organization's most recent year-end tax information or IRS Form 990 (if applicable)

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):

PROPOSED PROJECT

1. 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 [Parks and Trails Master Plan](#) and those which have been vetted through a Community Council, HOA, or similar leadership group.

Be sure to address:

- Why the project is needed
- Whom it will serve
- How it will benefit the public
- How it will increase the diversity of recreational opportunities in the area
- 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

2. Itemized Project Budget

Provide an estimated project budget in the table below. For any contracted work or professional services, attach at least two itemized bids. This is for reference only; applicants are not required to choose the lowest bidder.

EXPENSE DESCRIPTION	COST	FUNDING SOURCE
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL:	\$	

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

4. Outline the project implementation schedule.

MAINTENANCE PLAN

1. What will be the frequency and type of maintenance on the project?
2. What equipment will be used?
3. 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.