



Gratiot County Parks and Recreation Millage Project Funding Request Guidelines



The Gratiot County parks and recreation millage, approved in August of 2020, states that a portion of the funds will be set aside to be distributed back to local municipalities. Funds must be used for parks and recreation projects that demonstrate a direct recreational benefit, not for maintenance or operations. The Millage generates about \$500,000 annually and up to 20 percent, or for 2022 \$80,000 is available for distribution. Funds may be awarded in full, or in part. The minimum amount to be considered is \$1000 and maximum not to exceed total of all funds available. Project requirements are:

- Direct Recreational Benefit- must demonstrate a direct recreational benefit to Gratiot County residents.
- Must be available for use by the public.
- Must include a plan for future and/or ongoing funding to maintain the project.

Project requests will be reviewed by a sub-committee of the Gratiot County Parks and Recreation Commission, the parks commission will then recommend qualifying projects to the Gratiot County Board of Commissioners for final approval. The committee will consider the following factors when evaluating requests:

- Municipal need for the project- is the project one of a kind, or are the multiple similar types of the proposed project? Is there a countywide need for the project?
- Location of project- project site accessibility to the public, the environmental integrity of the proposed site, and neighboring activities.
- Future maintenance needs of project- both financial and operational to be considered.
- Collaboration- does the project show collaboration amongst neighboring communities?
- Match- projects requests over \$5,000 require a minimum match of 25% of the request, projects less than \$5000 do not require a match.

Application Process

Applications may be submitted to the Gratiot County Parks and Recreation Commission between the dates of October 1st – December 31st. Applications will be reviewed during the months of January and February with awards being announced on the first day of March. The applications must have the following:

- Approved resolution to apply for funds by the local governing board
- Amount requested
- Start date of project- all projects must be completed within one year of the date of the approval
- Map- basic map showing project location proximity to local roadways and landmarks
- Funding- if project is being partially funded by other means, please include details of funding
- Documents- include any bids or quotes that demonstrate funding needs
- Itemization- detail how funds will be spent, breakdown materials, labor, shipping, etc.



APPLICATION FOR PROJECT FUNDING REQUEST 2021
Gratiot County Parks Millage 214 E Center St. Ithaca, MI
48847



Project Applicant Information

Name of Municipal Applicant(s): _____

Project Mailing Address: _____

Designated Contact: _____

Phone: _____ Email: _____

Project Funding Information

Brief Description or Project Name: _____

Total Cost of Project: _____ Amount Being Requested: _____

Amount of Municipality Funds: _____ Approved Grant Amounts: _____

Amount of "Other" Funding: _____ Source of "Other": _____

Were Other Sources of Funding Sought Before Requesting Millage Funds? _____

funds are awarded as a reimbursement. Purchases must comply with lawful procurement procedures

Project Location Information

Describe briefly in "Layman's Terms", a description of where the project is to be located

Property MUST BE Located on Municipality Owned Property: Yes _____ No _____

Parcel I.D. of Primary Parcel on Which Project Will be Located: _____

Additional Parcel I.D.(s): _____

If Project is NOT Fully Located on Municipal Land(s), Please Explain Reason for Municipal Application:

OVERVIEW OF PROJECT

Please Describe the Conceptual, Beneficial, and Community Related Aspects of the Project (Technical Details Addressed in Later Section):

SCOPE OF PROJECT

Please describe in full detail, the complete physical scope of the project in its design, zoning/regulatory requirements, materials/construction needs, and all other similar aspects necessary for completion:

DETAIL AND DESIGN INFORMATION

Have Professional Services Been Retained in the Design of Project: _____

Have Professional Quotes Been Requested, Received and Included: _____

If NO, Please Explain How the Municipality Has Come to Amount Requested:

Anticipated Start Date (MUST be this appropriation year): ____/____/____

Anticipated End Date: ____/____/____

Will Project Require Approval or Involvement from Agencies (D.N.R., D.E.Q., or Corp. of Engineers): _____ If YES, has Initial Contact Been Made: _____

Future Requirements of Project

What is the Anticipated Financial Yearly "Up Keep" or Maintenance of Project: _____

Where Will that Funding be Expected to Come From: _____

Are There Going to be Other Significant Funding Requirements for Project in the Future: _____

If YES, Please Describe:

What Would be the Anticipated Means of Funding:

Project Submission

Signature of Applying Entity's Designated Representative(s): _____

Printed Name of Representative(s): _____

(if this is a collaborative project, the below information and resolution(s) are required)

Signature of Applying Entity's Designated Representative(s): _____

Printed Name of Representative(s): _____

Application Completion Date: ____/____/____

RESOLUTION INSTRUCTIONS

You are required to submit with the application, a resolution adopted by your governing board which authorizes the applicant entity to apply for funding by the Gratiot County Board of Commissioners and allows for the designation of an officer to sign and submit the application for specified request amount. Please see attached document "SAMPLE APPLICATION RESOLUTION".

(SAMPLE APPLICATION RESOLUTION)

Application Resolution

Resolution No. _____

WHEREAS, the **(Applicant entity's legal name)** has the authority to construct, operate, and maintain the **(name of project, etc.)**; and

WHEREAS, the **(Applicant entity's legal name)** is requesting a \$ _____ appropriation from the Gratiot County Board of Commissioners; and

WHEREAS, the **(Applicant entity's legal name)** desires to enhance, provide or create the **(name of the project)** to meet the needs of users in Gratiot County;

THEREFORE BE IT RESOLVED by the **(Applicant entity's legal name)** that, pursuant and subject to all of the terms and provisions of the Gratiot County Parks millage, application be made to the Gratiot County Board of Commissioners for funding; and

BE IT FURTHER RESOLVED that the **(Authorized Representative*)** of said **(Applicant entity's legal name)** is hereby authorized and directed to cause the necessary data to be prepared and application to be signed and filed with the County of Gratiot;

Passed and adopted at a regular meeting of the **(Applicant entity's legal name)** on the **(day)** of **(month/year)**.

Signature: _____ Print Name: _____

Title: _____ Date: ____/____/____

Clerk of Said: _____

CHECKLIST FOR YOUR APPLICATION PACKET

- o COVER LETTER or NARRATIVE - brief overview
- o RESOLUTION(S) for all parties on application
- o DOLLAR AMOUNTS match on application/resolutions
- o START DATE must be within the calendar year of appropriation
- o RENDERING, blueprint or design of project
- o MAP of municipality showing project location & 1/4mile radius
- o NON-MUNICIPAL PARCEL documentation (if applicable)
- o OTHER FUNDING documentation (if applicable)
- o DOCUMENTS – (all applicable) for your specific project
- o ITEMIZATION of all amounts requested
- o ALL DATES have been completed
- o ALL SIGNATURES required have been completed
- o COLLABORATION multiple resolutions/signatures (if applicable)
- o OUR APPLICATION completed and signed (by all municipalities)
- o DO NOT staple or bind

Deliver via US mail, courier service, or in person to:

Gratiot County Parks Millage

214 E Center

Ithaca, MI 48847