



# GARRISON DIVERSION CONSERVANCY DISTRICT

## Recreation Grant Program Policy Statement

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### MATCHING RECREATION GRANT PROGRAM

The Garrison Diversion Conservancy District Board of Directors instituted a matching recreation grant program and established that funds for the grant program will consist of two-tenths of the mill levy Garrison Diversion receives. Grants may be requested for new recreation facilities and enhancement or expansion of existing facilities.

### ELIGIBILITY

Political subdivisions (park boards, water resource districts and county or city commissioners, etc.) located within the Garrison Diversion Conservancy District may apply for a matching grant. **Community groups, service clubs and non-profit organizations are not eligible to apply for funding.**

Sponsored projects located within Garrison Diversion boundaries may be eligible to receive up to 25% of the non-federal share.

### SCOPE OF PROJECTS

Eligible projects may encompass a variety of components which provide actual, or are a complement to, natural resource outdoor recreational opportunities. Projects may include, but are not limited to: boat ramps and docks; picnic facilities; restrooms; campgrounds; bathhouses; playground areas; and bicycle, pedestrian, or horse trails.

### APPLICATION PROCEDURE

The Recreation Committee meets biannually to consider grant applications. Application and required documentation must be postmarked or received electronically by March 1 or September 1 to be considered at the next meeting.

#### **The application must include, but not be limited to:**

1. Audience intended to be served
2. Breakdown of estimated costs, including future operations and maintenance
3. Predicted source of all funding
4. Plans for new construction

### GUIDELINES FOR ALL APPLICANTS

- Applications must include a list of all funding sources applied for and amounts received.
- All projects must have long-term managing partners with operation and maintenance funds available for the life of the project.
- Applicants requesting \$25,000 or more are strongly encouraged to attend the Recreation Committee meeting to present the project and answer questions from the committee.



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### ELIGIBLE PROJECT COSTS

Site planning costs, including engineering costs, may be included as eligible project costs. Individual projects are eligible to receive up to a maximum of \$50,000 award.

**Only costs incurred after the date of grant approval by Garrison Diversion will be eligible for reimbursement.**

Money to be credited as the local sponsor's share of the project may be raised in a number of ways and may consist of actual dollars or in-kind donations of labor, materials and equipment costs.

### NON-ELIGIBLE PROJECTS

Types of projects or elements of projects that are not qualified to receive funding:

1. Maintenance of an existing facility/structure, i.e., painting/staining, re-roofing, etc.
2. Any type of facility used for maintenance equipment or the purchase of maintenance equipment
3. Development, enhancement or maintenance of roads to or within facilities
4. Water lines, sewer lines and electrical services to facilities other than immediate hookups.
5. Projects on private property without a public interest to the land
6. Projects on school property
7. Shore stabilization including riprap
8. Any project that does not meet current ADA standards
9. Land acquisition costs will not be considered eligible for reimbursement; the land valuation may not be credited toward the local sponsor's match.
10. Projects that do not allow reasonable access by the public
11. Golf courses, hockey arenas, monument type veteran/public servant memorials, or art/theatre projects

**If your submitted application includes any of the non-qualified components listed above, the application will be returned for resubmission before the corresponding deadline.**

### REQUIREMENTS FOR ALL APPROVED GRANTS

Following completion of the project and verification of expenditures, reimbursement will be made by Garrison Diversion. Partial payment requests may be made at the discretion of the project sponsor. Projects receiving grants over \$5,000 will be provided a sign, paid for by the Garrison Diversion Conservancy District, naming major sponsors of the project.

Approved recreation projects have three years to be completed. If the project has not been completed within that time frame, the sponsoring agency will need to report to the Recreation Committee in order to retain any unused funds, or the unused funds will be returned to Garrison Diversion's recreation grant pool.

# APPLICATION

## Garrison Diversion Conservancy District Matching Recreation Grant Program

<b>Date of Application</b>	<b>Project Name</b>
<b>Sponsoring Agency Name</b>	
<b>Authorized Representative/Title</b>	<b>County</b>
<b>Sponsoring Agency Address</b>	
<b>Phone</b>	<b>Email</b>
<b>Contact Name for Project</b> (If different than above)	
<b>Address</b>	
<b>Phone</b>	<b>Email</b>
<b>Project Location</b>	

<b>Description of Project Features (if more space is required, please provide separate documentation)</b>
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<b>Justification of Project</b> (Estimated Number of People Served, Age Categories Which May Benefit, Description of Integration Into a Comprehensive Recreation Plan, Etc.)	
<b>Estimated Number of People Served</b>	
<b>Total Estimated Project Cost</b> (Include volunteer/in-kind donations/work)	\$
<b>Assistance Requested</b> (No more than 25% of project cost)	\$
<b>Applicant's Contribution</b>	\$
<b>Additional Sources of Funding</b>	

<b>Federal Funds Utilized</b>
<b>Describe the Project Site As Is and Proposed Changes (Tree Removal, Drainage Filled, Etc.)</b>
<b>Annual Maintenance Budget</b> \$
<b>Maintenance Provided By</b>
<b>I Hereby certify that funds in the amount of \$ _____ are available for this project.</b>
<b>Authorized Signature of Sponsoring Agency</b> SIGN HERE
<b>Printed Name/Title</b>
<b>Date</b>

<b>PROJECT COST ESTIMATES</b> (Include volunteer/in-kind donations and labor)		
<b>Item</b>	<b>Units</b>	<b>Estimated Cost</b>

**APPLICATION MUST INCLUDE THE FOLLOWING:**

1. Authorized signature of sponsoring agency
2. Resolution or minutes approving the project
3. City or county map of the proposed project location
4. Breakdown of estimated expenses

**QUESTIONS?**

Questions may be directed to the Garrison Diversion Conservancy District at 652-3194 or the District director from the applicant’s county.

**READY TO SUBMIT?**

Mail completed application with required documentation to  
**Garrison Diversion Conservancy District, PO Box 140, Carrington, ND 58421 or email to recreation@gdcd.org**