

December 23, 2015

**2015 BUILDING COMMUNITIES GRANT PROGRAM: RECREATIONAL FACILITIES GRANT**

Enclosed is the FY 2016 Recreational Facilities Grant Program application administered by the Department of Buildings & General Services. The goal of the program is to provide competitive grants to municipalities and to non-profit organizations as defined in chapter 117 of Title 24 to stimulate recreational opportunities in Vermont communities.

It is the intent of the legislature that applicants applying for any of the following Building Community grants: Historic Preservation, Cultural Facilities, Recreational Facilities, Human Services & Educational Facilities, Agricultural Fairs Capital Projects Competitive Grant, or Regional Economic Development Grant, shall **not apply** for more than one grant under Chapter 137 of Title 24 for **the same task** in the same calendar year, **nor** more than one grant in **the same grant category for the same project. (Building Community Grants Programs)**. Grant awards recipients will be announced in December of 2015. Any remaining funding will then be awarded on a rolling basis at the convenience of the grant committee.

It is the intent of the committee to award all grants on a competitive basis. The committee gives priority consideration to applicants demonstrating strong community support through local fundraising campaigns.

Please pass this information along to any organization or interested parties that may qualify for this program. If you have any questions, feel free to contact Judy Bruneau at our office at (802) 828-3314 or (802) 828-3519. You may also contact her by email at [Judy.Bruneau@vermont.gov](mailto:Judy.Bruneau@vermont.gov). For your convenience, we have made this and other grant application materials available online at the following location: <http://bgs.vermont.gov/formsandpublications>.

We look forward to working with everyone.



## 2015 BUILDING COMMUNITIES GRANT PROGRAM: RECREATIONAL FACILITIES GRANT

### APPLICATION PROCESS

This grant program is open to municipalities and non-profit organizations that provide Recreational Facilities in either an individual community or recognized community service area. The maximum available grant is \$25,000 per project. Requests in any amount up this amount will be considered. For each dollar requested, documentation must be provided to show that one dollar has been raised (on hand or pledged) from non-State of Vermont sources. ***Projects that are in the conceptual stage should not apply.*** Preference will be given to those projects that have demonstrated support within a community.

It is intended that this be a simple grant application process. Handwritten applications are acceptable. We do not encourage having professionally prepared material created for this application. Short, simple applications are greatly appreciated and supported.

### DEFINITIONS

Recreational Project: A facility-based project that provides, coordinates, or organizes recreation programs for youth and/or adults within a community or community catchment area.

Municipality: As defined in Chapter 117 of Title 24 V.S.A. § 4303(12)

Non-Profit: A group granted such status by the Internal Revenue Service.

Non-State Match: Financial support raised by the municipality or non-profit that comes from either private or public sources providing that no portion of the money claimed as match comes from;

- A directed state appropriation
- State grant dollars
- Federal funds funneled through a state agency

Project: For capital costs associated with the development and creation of community recreational opportunities in Vermont communities.

## ELIGIBILITY REQUIREMENTS

Requests for funding will be evaluated on the following criteria. The Recreational Facilities Grants Advisory Committee will make award decisions within four (4) working weeks of the application deadline. If funding remains thereafter, grants will be funded on a rolling basis, and announced at the discretion of the committee. The decision of the Committee is final and is not subject to appeal.

1. Opportunity to engage a wide spectrum of the community. Emphasis will be given to projects that serve youth, adults and community at large;
2. Creativity and/or necessity of the proposed project;
3. Demonstrated community support;
4. Project is ready to construct or has begun construction. Concepts or ideas will not be funded. Grants will not be awarded as "seed" money;
5. Demonstrate or document the critical nature of this grant funding towards the project's success;
6. Documentation of 1:1 financial match. In-kind contributions of labor and/or materials or other types of **in-kind match are not allowed as part of the financial match**;
7. Demonstrate strong community support through local fundraising campaigns;
8. Same projects or task funded by any of the grants is authorized in Chapter 137 of Title 24 §5601-5606 in the same calendar year will not be funded.

**Application Deadline: November 20, 2015**

(after the initial deadline any remaining grant funds will be awarded on a rolling basis)

**2015 STATE OF VERMONT: RECREATIONAL FACILITIES GRANT PROGRAM**

**APPLICATION COVER SHEET & CHECKLIST**

1. Name and address of the Sponsoring Organization or Municipality: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Name of the Contact Person: \_\_\_\_\_
3. Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_
4. Indicate your federal ID number: (if applicable) \_\_\_\_\_
5. Amount Requested: \_\_\_\_\_
6. Purpose (brief description): \_\_\_\_\_  
 \_\_\_\_\_

<b>ATTACHMENTS CHECKLIST</b>		<b>✓</b>	<i>For Office Use</i>
A.	Provide a list of your Board of Directors and their terms of office on a separate sheet of paper, if applicable.		
B.	If a non-profit, attach a copy of your IRS Determination (does not apply to municipalities).		
C.	<i>On no more than 3 pages please describe:</i>		
	a) the history of the project;		
	b) the group the project is intended to serve;		
	c) proposed timetable for construction and program start up;		
	d) specify how this money will be used by the project (breakdown of labor and material)		
	e) effect on the project if the award is not granted; whether or not an award in an amount less than requested would be acceptable and, if so, what is the lowest amount that you feel would be helpful.		
D.	Attach a maximum of 3 letters of support that represent the community support from Select Boards, City Council, Planning Commissions, Rec. Boards, Citizens at-large and School Boards supporting this project. <b>Reminder</b> – this grant process is designed to be simple and represent a community’s desire; letters from local boards or citizens are preferred over letters from legislators or officials.		
E.	Complete simplified budget form enclosed and attach supporting documentation that you have already raised one dollar from non-state funds for every state dollar that you are requesting. In addition, any evidence of a successful bond vote or a specific line item approved within a budget would be useful in gauging support. <b>In-kind contributions of labor and/or materials or other types of in-kind match are not allowed.</b>		

F.	Please Include first 2 pages of the organizations form 990 (if applicable)		
G.	Attach any other information that you feel would be helpful in assisting the Committee in making an award determination. (Pictures and sketches are appreciated)		

**Return 9 Copies (3-hole punched, unstapled and unbound) of the completed application cover sheet and attachments to:**

Department of Buildings & General Services  
2 Governor Aiken Avenue, Montpelier, VT 05633-5801  
Attn: Grants Administrator  
802-828-3314

**STATE OF VERMONT**  
**Recreational Facilities Grant Program**  
**Project Budget Sheet**  
**DO NOT INCLUDE IN-KIND FUNDS**

Name of Organization or Municipality: \_\_\_\_\_

**A. Total Capital Expenditure of project for which you are seeking funds:** Dollars  
\$ \_\_\_\_\_

**B. Recreational Facilities Grant Program Requests:** \$ \_\_\_\_\_

**C. Existing Funding Sources for this project**

**Funding Sources: (please specify)**

<u>Project Funding</u>	<u>Source</u>	<u>Committed?</u> (Yes/No)	<u>Dollars</u>
a. Donations		<input type="checkbox"/> <input type="checkbox"/>	\$ _____
b. Fundraising		<input type="checkbox"/> <input type="checkbox"/>	\$ _____
c. Fees		<input type="checkbox"/> <input type="checkbox"/>	\$ _____
d. Other		<input type="checkbox"/> <input type="checkbox"/>	\$ _____
e. Grants (specify)		<input type="checkbox"/> <input type="checkbox"/>	\$ _____
<b>TOTAL</b>			<b>\$ _____</b>

**\*Please provide copies of all documents to support committed funds**

**\*\*The program is authorized to award matching grants up to \$25,000 per project, provided that grant funds shall be awarded only when evidence is presented by a successful applicant that at least one dollar has been raised from non-state sources for every dollar awarded under this program. \*\***

**CERTIFICATION**

We have  have not  applied for any other Building Community Grant this calendar year for this project.

If yes, please specify \_\_\_\_\_

We have  have not  received any other Building Community Grants in a previous year.

If you have, for what year did you receive your grant: \_\_\_\_\_

What grant: \_\_\_\_\_ Amount Received: \_\_\_\_\_

I certify that the above statements are true and accurate to the best of my knowledge.

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date: