



# Park Enhancement Grant Program



## INFORMATION SHEET

### IMPORTANT DATES

Applications Available:	January 1
Applications Accepted Starting:	February 1
Awards Announced:	Within 60 Days from Receipt
Projects Commence (notify PMP):	After Award
Awards Distributed:	At 50% and 100% of Completion
Projects End:	Within 24 months
Final Project Reports Due:	Required for final reimbursement

### WHAT ARE PARK ENHANCEMENT GRANTS?

The Park Enhancement Grant Program was established in 2007 to help community groups improve park and recreation opportunities through smaller capital improvement projects.

Annually, there is approximately \$65,000 available in two pools, with \$10,000 available in \$1,000 grants, and the remaining \$55,000 available for one or more, larger grant projects.

The types of projects supported by Park Enhancement Grants are:

- physical improvement projects,
- park maintenance, but not to include payment for labor,
- creating and maintaining a database for park maintenance jobs and park volunteers,
- startup funding for on-going recreation activities.

In order to qualify, community groups must match the District's contribution with volunteer time, in-kind donations of goods and services, and/or financial contributions.

Applications will be evaluated on:

- the quality and scope of the proposed project,
- the level of community participation in the project,
- the demonstrated need for the project,
- the nature of the 50% matching contribution, and
- the proposed maintenance program, if applicable.

The Park Enhancement Grants are awarded on the basis of merit.

Partnerships with local businesses, religious institutions, social service agencies and other community resources are encouraged. These partnerships allow the community access to a wider range of goods, services, and financial resources.

### WHO MAY APPLY?

Individuals, single businesses, non-profit organizations, social services, school groups, fraternal and religious groups, political groups and public agencies are eligible as applicants. Organizations are encouraged to form partnerships to plan and implement projects. One organization must be the lead applicant and have the primary role in the partnership.

### WHAT KIND OF PROJECTS ARE ELIGIBLE?

To be eligible, projects must:

- take place within the boundaries of the Gig Harbor Peninsula,
- have approval of property owner,
- provide a general public benefit to the community,
- be accessible to the general public,
- have goals which can be accomplished in 24 months or less, unless arranged with PenMet Parks,
- not be planning projects.

Some examples of possible projects are:

**Physical Improvement Projects:** Playground, playground equipment, minor park improvements; landscaping or plantings, educational brochures; all of which must meet the specifications of the District

**Park Maintenance Projects:** Trail maintenance, trash pickup, invasive plant control, etc. but not to include payment for labor.

**Recreation Projects:** Funding to help start a recreation program or event which will be self-sustaining and on-going.

**Misc Projects:** Creating and/or maintaining park job list, or volunteer data base.

Commission reserves final decision.

### WHAT IS THE TYPICAL GRANT PROCESS?

- Applications available
- Pre-Application conference (optional, but recommended)
- Submit application
- Applications reviewed and grants awarded
- Grant project contract signed
- Project begins (notify PMP of schedule prior to activity)
- 50% reimbursement requested, reviewed, distributed
- Project completes
- Final report submitted
- Final reimbursement distributed after final report accepted

## **THE COMMUNITY MATCH**

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For every dollar requested from the Matching Grant Program, the applicant must identify match items that add up to equal (or exceeding) the value of the amount requested. So, if \$1,000 is requested, then at least \$1,000 of match must be proposed (and provided for reimbursement to be made).

Match items can be donated professional services, donated materials or supplies, volunteer labor, or cash. Following are some basic requirements for developing a match package:

- The value of the match must equal or exceed the amount requested from the Grant Program.
- The amount and type of match must be appropriate to the needs of the project.
- Proposed match must be expended during the life of the grant—neither prior to an award nor after the project’s contract has ended.
- Assistance from District staff or funds from elsewhere in the District budget cannot be counted as match.
- Time spent preparing the grant application or fundraising cannot be counted as match.
- All volunteer labor is valued at the most recent Washington State hourly rate specified at: [www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time)
- Note: Reimbursement for paid labor is not permitted. Payment for labor can be counted as part of the match, however.
- Professional services, if needed for the project, are valued at the “reasonable and customary rate.”
- Cash contributions to the District maintenance endowment can be used as a match item.
- The match must be not only pledged, but also *secured*. *Secured* means that the contribution has specifically been described and the project coordinator has signed the Match Pledged/Secured Form (attached to the application) to confirm the match commitment.
- Reimbursements will be available at 50% and 100% of project completion.

## **CONTACTS AT PenMet Parks**

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Terry Lee, Executive Director (253) 858-3408  
Eric Guenther, PEG Program Coordinator (253) 858-3400 x1222

Remember to notify PenMet Parks of construction schedule prior to commencement of construction activity.

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## **HOW TO APPLY**

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Community groups interested in participating in the Park Enhancement Grant program must fill out and submit an application to PenMet Parks, 10123 – 78<sup>th</sup> Ave NW, Gig Harbor, WA 98332. Applications can be emailed to [Info@PenMetParks.org](mailto:Info@PenMetParks.org) but the original with the signatures must be mailed or delivered.

Application forms can be obtained at the PenMet Parks office, via the web at [www.PenMetParks.org](http://www.PenMetParks.org), or requested by email from [Info@PenMetParks.org](mailto:Info@PenMetParks.org)

### **Pre-Application Conferences:**

- May be requested (recommended) at any time during the application period, pending availability of staff.

### **Applications are due:**

- According to the table on page 1.

### **Number of Copies Required:**

- One original signed application & at least one electronic copy.

### **Attachments Required:**

- As identified in application forms and questions.

Applications will be reviewed promptly and award notices will be announced at the following PenMet Commission meeting. Applicants should be prepared to start their projects immediately upon receiving notification of the award.

## **REIMBURSEMENT PROCEDURES**

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Upon awarding of the grant, PenMet Parks and the applicant organization will enter into an agreement for services described in the application. Matching grant funds will be released to the applicant organization on a reimbursement basis at 50% and 100% of project completion. Funds are typically dispersed within two weeks of invoice receipt. These funds may only be used to support the activities described in your proposed work plan and budget. Significant changes in your program or budget must be approved by the District before funds are expended.

Under special, pre-approved circumstances, applicants may request that the District utilize its purchasing capabilities to order certain equipment or materials as part of the project. The District could fund the purchase up front with its share of the PEG Grant, and all other aspects of the project would follow according to these policies.

### **IMPORTANT NOTES:**

The project must be achievable within 24 months of award.

Applicant should notify the District with construction schedule.

A final project report must be submitted to the District to receive the final 100% reimbursement. The final report must include verification of your match and volunteer labor verification as well as the accounting for each project on the proposed work plan. Organizations that fail to submit a final report will be ineligible for future grants until a final report is submitted and accepted.

Grant recipients are responsible for any taxes which may be owed on grant awards.

## **PROCESSING THE CONTRACT**

Each grant recipient will receive two original copies of their contract from PenMet Parks outlining the scope of work, funding, and reporting requirements under this grant program. The contract will be drafted to reflect the recipient's proposed work plan and budget included in their grant application. The contract should be reviewed by your organization and signed by an official representative of the organization. Each original should then be returned to the District for signature by the Executive Director. The District will send one original back to the grant recipient.

## **COMPLETING THE FINAL REPORT**

**The Purpose of the Final Report:** The final report has several purposes. First, the report should document that all elements of the contract between the District and the grant recipient have been fulfilled. This documentation should include proof that District funds were used responsibly and as intended. Another purpose of the final report is to highlight the achievements realized through the grant. The District will use the information included in the final report to inform the Board of Park Commissioners, the media, and interested citizens about the grant program. This is also an opportunity for grant recipients to let the District know how the program might be improved.

**Final Report Due Date:** See dates on page 1

**Number of Copies Required:** One original, plus one electronic: Word doc plus spreadsheet budget

**Send Final Reports to:** PEG Program Coordinator  
10123 78<sup>th</sup> Ave NW  
Gig Harbor, WA 98332

### **Final Report Elements Required:**

1. A narrative of the project (from question #1a) and pictures to tell the story (Power Point encouraged).
  2. An updated copy of the Application with final answers and numbers for project, including:
    - Question 4, Workplan
    - Question 5, Project Budget
    - Question 6, Donation-Volunteer Form, documenting donated materials and labor.
- Receipts, including those documenting matching funds.
  - Signed Owner Project Acceptance form
  - Payee information for grant check (application page 1).
  - Photographs illustrating the work achieved under the grant.
  - As Built drawings.
  - Photographs documenting acknowledging signage for the project (may be documented for later completion).
  - Any promotional materials created during the project.
  - Copies of any media coverage.
  - Any other materials that expresses the activities and success of the project.

## **ADDITIONAL QUESTIONS**

### ***What happens if we fail to submit this report?***

Failure to submit the final report delays approval of final 100% reimbursement, and disqualifies your organization from receiving grant funds from the District until the report has been received and accepted by the District.

### ***What happens if the District does not accept our final report?***

Reports may not be accepted if documents are outstanding or questions are unresolved. Until documentation or acceptable responses are received and the report is accepted, your organization will be ineligible for final reimbursement or future grant funds.

### ***What happens if we get less than a 50/50 match with District funds?***

Grant funds should be matched, dollar for dollar, with donated professional services, materials, volunteer labor, and/or cash. Any grant funds awarded that do not have a documented match will not be reimbursed. The final report will not be accepted until documentation of a full match is received.

### ***What documentation is needed to verify that we have fulfilled the match requirement?***

The match should be documented using the attached Secured Match Log. The log may be used throughout the grant period to document services rendered or materials and cash donated. The project coordinator should sign the log, and all receipts should be attached when the final report is submitted.

### ***What happens if the project takes longer than 24 months?***

A grant applicant may request an extension from the District by communicating in writing the reasons and expected duration for the extension. Final reimbursement is still dependent on acceptance of the final report.

### ***What acknowledging signage is required for the project completion?***

All projects must include approved signage or labeling with references to PenMet Parks acknowledging the PEG Grant Program and receive prior approval from PenMet Parks.

### ***What if the project includes promotional materials?***

All promotional materials related to the project must include appropriate references to PenMet Parks acknowledging the PEG Grant Program and receive prior approval from PenMet Parks.

