



Park Enhancement Grant Program



APPLICATION / REIMBURSEMENT REQUEST

Applicant Contact Information	
Project Name:	Date:
Organization:	
Contact Person:	
Mailing Address:	
Email Address:	
Day Phone:	Eve Phone:
Cell Phone:	

Project Description	Total Project Cost
Briefly Describe Project and Distinct Elements of Project	
Overview:	-----
Donated Materials, Services, Labor, Cash (Total 5.4):	
Purchased Materials, Equipment, Rentals (Total 5.5): Expenditures: \$ _____ less Cash Donations: \$ _____	
(Total 5.6) Project Total:	
(Up to 50% of Project Total; Cannot exceed Donation Value (5.4), or Purchased Portion (5.5) of Project Total) Grant Funds Requested:	
(For reimbursement submissions only, provide details in Question 5) <input type="checkbox"/> 50% or <input type="checkbox"/> 100% Reimbursement Requested:	

Year	Project (List past grant program applications and/or grants received)	Project Total	Amount Requested	Amount Received

Grant Payee Information (List organization or person grant check should be paid to)	
Grant Check Payee:	
Mailing Address:	
Email Address:	
Day Phone:	Eve Phone:
Cell Phone:	

Please respond to the following questions or attach your responses to this application form (if necessary).

Project Name: _____ Project Total: _____

1. Project(s) Information

- a. Describe the project fully, and explain what this project will accomplish for the community (This will be the basis of the narrative for Final Report and subsequent media releases).
- b. What is the location and ownership of the site? (owner must give final approval of completed project)
- c. Who will be responsible for the project management and any sub-elements of the project?
- d. Contact the appropriate permitting agency (City or County) to determine project requirements for:
(provide documentation from the agency, especially if the answer is "none" or "N/A")
Permitting?

Engineering?
- e. What will you require from PenMet Parks to start and complete the project?
- f. Does the project meet ADA requirements? (explain all answers, especially if "no" or "N/A")
- g. Will there be any public access or use restrictions?
- h. How will community volunteers participate and how were they involved in the selection of this project?
- i. List other organizations involved in the project.

2. Ongoing Maintenance

- a. What are the on-going maintenance requirements of this project?
- b. Who will perform the maintenance, and what will be your on-going contribution to this maintenance?

3. Other Issues

- a. Provide a location map, site map, and any other pertinent drawings for the project. (Include "As Built" drawings with Final Report)
- b. Provide documentation of property owner pre-approval.
- c. Provide documentation that significant user groups have been consulted.
- d. Are there any other conditional funds involved in this project such as state or federal grant funds?

- e. For recreation projects, describe the on-going plan for this recreation activity and provide a budget projection for at least 3 years?

4. Workplan

List in chronological order the major, but specific, steps or key activities you will take to complete your project. Next to the activity, identify who will be responsible, and list the date (month/year) you estimate it will be completed.

Activity	Responsible Person/Group	Completion Date

5. Project Budget

① Description of Item	② Source for Cost (Vendor)	③a Quantity	③b Unit Cost	④ Donated Cash & Labor	⑤* Your Cash Expended	⑥ Total Cost (④+⑤)
**Cash Donations :						
TOTALS:						
50% of Project Total						
*Grant Amount Requested:	Least of Col. 4 or 5 or 50% Col. 6					
Previous Reimbursement						
Reimbursement Amount Requested: __50% or __100%						

* Grant request cannot exceed Column 4 or Column 5 total or 50% of Column 6 total.

** Record donated cash as a positive donation in column 4 and a negative (used to purchase materials) in column 5.
Include cash donation amount in project total, column 6. See example below.

Example:

① Description of Item	② Source for Cost (Vendor)	③a Quantity	③b Unit Cost	④ Donated Cash & Labor	⑤* Your Cash Expended	⑥ Total Cost (④+⑤)
Materials	Gravel Supplier	20 yds.		350.00	1850.00	2200.00
Volunteer Labor		100 hrs	20.25	2025.00		2025.00
Funds Donated from Civic Organization	Civic Group (used to offset expenditures)	(Nets to zero for project total)		800.00	(800.00)	0.00
TOTALS:				3175.00	1050.00	4225.00

* Grant request cannot exceed Column 4 or Column 5 total or 50% of Column 6 total: Maximum grant award is \$1,050.00

