

NYE COUNTY PARK AND RECREATION

Project Eligibility and Guidelines

The Nye County Park and Recreation Advisory Board is accepting applications for community recreation projects. The objective of the grant program is to assist Nye County non-profit organizations in their efforts to develop, manage, and implement recreation programs, increase public use of existing facilities, and assist in economic growth.

What Funds Are Available? \$1,000 per project; matched by an equal amount in cash contribution

Who is Eligible to Apply? Non-profit organizations and civic or volunteer groups in Nye County are eligible to apply for project funding. Applicants must provide:

- Proof of non-profit status (e.g., tax ID number, proof of 501(c)(3) status, and/or State of Nevada Articles of Incorporation as a non-profit, etc.)
- Letter of authorization from the governing board of your organization.

What are the Project Guidelines?

- The project must benefit the community through parks and recreation, including cultural and beautification programs and be available for use by the public.
- The project must be on public property, include a three-year maintenance budget plan (when applicable), and be approved in writing by the entity owning the property. If the applicant group in charge of the project is not the public property owner, a letter of approval from the public property owner.
- No project or program will be fully funded by this grant process. Grant funds must be matched by an equal amount in cash contribution. Specifically, grantees are expected to pay 50% of the cost of all purchases. Funding for labor is not permitted.
- Organizations may, and are encouraged to, collaborate to complete a project. If collaborating, please include required information on each participating organization.
- The following elements or items will not be funded: private or for-profit programs, operating expenses, salaries, utility bills, insurances, costs of project preparation or planning, labor to complete the project.
- Grants can only be used to purchase capital (durable) goods (e.g. tools, equipment, structures, signs, etc.) except in those instances when the Park and Recreation Advisory Board may from time to time provide special grant opportunities for programs other than those involving capital expenses, such as educational or cultural programs.
- The Park and Recreation Advisory Board will not approve duplicate requests from the same organization, regardless of any change in the management structure of that organization.
- All projects requiring construction or development must be permanent improvements only on publicly owned property.
- Whenever possible, use local vendors for quotes and estimates; whenever possible include at least three quotes or estimates.

- Applicants who fail to comply with these requirements or fail to follow through with a grant-funded project due to negligence will not be eligible to apply the next time a funding cycle is opened. If the same applicant fails a second time, they will no longer be eligible for funding. Any mismanagement of funds or spending not approved by the Park and Recreation Advisory Board may result in immediate forfeiture of remaining funds and possible legal action.
- Applicants are required to submit digital photographs of all capital project elements with each of their required quarterly reports.
- If a quarterly project report has not been received within two weeks of the stated deadline, the project will be deemed closed, unspent money will be credited back to the fund, and the incomplete improvement will become the property of Nye County.

What is the Process for Purchasing Capital Goods?

- If your project is selected for funding, no purchases can be made until a signed and dated Purchase Requisition (PR) is submitted to and signed by the chairman of the Nye County Park and Recreation Advisory Board. A copy of this form will be included with your award letter.
- The chairman will review your PR. If there are no questions or corrections, the chairman will sign your PR and forward it to the Nye County Grants Administrator. The Grants Administrator will initiate a Purchase Order (PO) for your project. A PO will not be processed without a PR signed and dated by the chairman. Failure to adhere to this could jeopardize your current and future funding!
- For each PO, the grantee will be notified of the purchase price and must forward a check to Nye County Administration for half the amount within fifteen business days of notification. The PO will NOT be processed until the organization's match is received. No exceptions. Your project will be deemed cancelled and the unspent money returned to the fund.
- NRS 332.035(b) states: "If the estimated amount required to perform the contract is more than \$5,000 but not more than \$10,000, requests for bids must be submitted to two or more persons capable of performing the contract, if available".
- The Park and Recreation Advisory Board will require a report on the spending and progress of your project at three-month intervals. Any project may be scrutinized at any time.

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Application for Funding Assistance

NOTE: This is a fillable form for use on a computer. However, the completed application must be in hard copy. Mailing address is on last page of this form.

1. NAME OF APPLICANT: *(Sponsoring Organization, etc., include names of all officers if applicable)*

CONTACT PERSON: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

PHONE #: _____ **E-MAIL:** _____

2. PROJECT TITLE: _____

3. DESCRIPTION OF PROJECT *(Describe in detail, use separate page as necessary, the project for which Nye County Parks and Recreation Commission assistance is requested. If this is a comparatively large project and your plan is to implement it in phases, please provide a description of each phase and the anticipated start and finish dates of each phase.)*

4. OWNERSHIP *(Who owns land on which this project will be built, if not the owner include a letter of approval from land owner.)*

5. TOTAL ESTIMATED COST OF PROJECT *(Figure should include materials, equipment, shipping, etc., use separate sheet for breakdown, if necessary.)*

\$: _____

6. ITEMIZED PROJECT INFORMATION/COSTS

(Attach separate sheet of paper if necessary.)

ITEM/TASK DESCRIPTION	QTY	COST	SHIPPING COSTS	TOTAL COST

7. ADDITIONAL RESOURCES (*What additional resources have been collected or pledged toward completion of this project.? Must show a cash match of at least of at least one-half of the cost of the project.*)

8. FACILITY/PROPERTY OPERATION (*How many days per year will this facility or property be used and by what groups?*)

9. INSURANCE (*Who will have insurance liability for injuries during use of this facility?*)

10. MAINTENANCE (if applicable) (Who will be responsible for utilities and maintenance of the facility and equipment? Please include a three-year maintenance and operation plan, both financially and physically.)

11. REVENUE (if applicable) (Will fees be charged for this facility or program? How will the program continue to operate financially?)

12. ADDITIONAL INFORMATION:

I have read and understand the **ELIGIBILITY REQUIREMENTS** above and agree to abide by them. I understand that failure to abide by them could jeopardize my organization's grant, as well as future grants.

NAME (Please print) _____
First _____ Last _____

SIGNATURE AND TITLE (IF APPLICABLE)

DATE

SEND SIGNED AND COMPLETED APPLICATION TO:

Nye County
c/o Park and Recreation Advisory Board
P.O. Box 153
Tonopah, NV 89049

DEADLINE FOR SUBMISSION: 5:00 P.M. July 29, 2016