



# Park District of Ottawa County

**"Connecting People, Places and Parks"**

**Parks and Trails Improvement Grant 2024**

# WELCOME AND BACKGROUND INFO

## Park District of Ottawa County Mission Statement:

**Connect, enhance and protect the natural, scenic, environmental and cultural resources of Ottawa County for the enjoyment of residents and visitors.**

## GOAL OF GRANT PROGRAM:

**Improve access to outdoor spaces, aid in the development of active transportation routes to parks and points of interest, and bolster public outdoor recreation opportunities within Ottawa County.**

- Third year to offer the grant program.
- Funding for the grant program has been approved by Park District's Board of Park Commissioners as a component of the 2024 annual budget.
- It was the consensus of the Board that a program of assistance to Ottawa County political subdivisions would increase benefits from tax dollars and provide greater access to outdoor recreation opportunities in Ottawa County.

# PROGRAM REQUIREMENTS AND ELIGIBILITY

## ○ Project Eligibility:

- The area for which grant funding is intended must be owned by or under long term lease (15-year lease or greater) to the entity applying for the grant.
- Grant awards are to be used for permanent improvements to public outdoor recreation spaces/facilities/trails or equipment to maintain spaces/facilities/trails.
- **NEW 2024:** Grant funding may be used for planning, public surveys, and engineering if the plans correlate with an outdoor recreation improvement on property owned or under long term lease to the entity applying for the grant.
- Grant funds are NOT to be used for staffing, operational, or administrative costs.

## ○ Applicant Eligibility:

- Ottawa County political subdivisions (city, village, township, county)
- Ottawa County public schools
- Ottawa County public libraries

# FUNDING INFORMATION

- The Board of Park Commissioners has authorized the distribution of up to \$200,000 for 2024 grant awards.
- **NEW 2024:** Applicants may request up to \$50,000.00. One application per entity.
- Accrual funding options are no longer available for new applicants. Entities awarded 2022 accrual grants are permitted to receive accrual grants in 2024.
- A commitment to cost sharing is not required but encouraged. Applications with cost sharing will receive additional points on the scoring rubric.
- Funding will be distributed AFTER the project is completed and final report with proper documentation has been submitted, OR a signed service agreement and/or construction contract with final costs has been submitted and reviewed by Park District Executive Director. Entities requesting the distribution of funds by submitting a signed service agreement and/or construction contract must also complete a final report with proper documentation when the project is fully completed.

# Variance in Project Scope

- Any variance in the scope of the original project must be approved by the Board of Park Commissioners. Variances include cost, project completion timeline, engineering and design modifications, and project extensions. Communicate all variances in writing to the Park District Executive Director for a variance board resolution.

# Compliance with Federal, State and Local Laws

- **NEW 2024:** If applying for playground equipment, the equipment must be IPEMA Certified (International Playground Equipment Manufacturers' Association, [www.ipema.org](http://www.ipema.org)) and follow the Consumer Product Safety Commission safety checklist [www.cpsc.gov](http://www.cpsc.gov)

# ADDITIONAL REQUIREMENTS

- Grant Contracts – Awarded applicants must submit completed grant contract before projects may commence. The contract will be attached to award letter.
- Project signs must be posted near or at grant improvement site. Signage will be provided by the Park District.
- **NEW 2024:** Grant recipients will be required to attend a scheduled in-person grant meeting with Park District Director and submit completed grant contract at or before meeting.
- **NEW 2024:** Literacy themed trails should include a letter of support from a partnering local public library.
- Final reports and documentation....



# GRANT TIMELINE

- January 8<sup>th</sup> – Application deadline, 4:30pm
- January 18<sup>th</sup> – Grant application judging
- February 8<sup>th</sup> – Board approve grant awards
- February 13<sup>th</sup> – Grant award letters and contracts will be e-mailed. In-person meetings will be scheduled with grant recipients.
- December 2<sup>nd</sup> – All invoices for funds distribution from the 2024 grant cycle must be submitted along with proper documentation.



# APPLICATION CHECKLIST

## **Forms to submit with application:**

- ☐ Project Application – include statement of whether request is for cost-sharing grant
- ☐ Application Eligibility Form
- ☐ Resolution of Participation
- ☐ Proof of Project Site Ownership, Lease, or Management Agreement
- ☐ Project Cost Justification (quotes, estimates, supplier pricing)
- ☐ Letters of Support are not required but highly recommended

## **Forms to submit after project completion:**

- ☐ Final Report Form and Invoice to Park District (for payment)
- ☐ 200 Word Article with at least 3 High Res Photos of Project

# APPLICATION DOCUMENTS

- Find all application documents at <https://ottawacountyparksoh.org/grants/>
  - OR
- Contact Jannah Wilson at [jwilson@ottawacountyparksoh.org](mailto:jwilson@ottawacountyparksoh.org) for application documents

# HOW TO SUBMIT APPLICATION

- Submit Project Application, Proof of Ownership (or lease and/or management agreement), Cost Justification Documents, Resolution, and Applicant Eligibility Form by January 8<sup>th</sup> at 4:30pm
- Application packet may be submitted via e-mail to [jwilson@ottawacountyparksoh.org](mailto:jwilson@ottawacountyparksoh.org) or mailed to:

**Park District of Ottawa County**

**Attn: Jannah Wilson**

**3979 E Knoll Crest Dr.**

**Port Clinton, OH 43452**

# GRANT APPROVAL PROCESS

- A grant panel composed of community members and local professionals will utilize a scoring system along with a panel discussion in order to determine recommended funding amounts.
- Funding recommendations will be made to the Board of Park Commissioners who will make the final determination on grant funding allocations. Decisions may not be appealed.
- The scoring rubric is attached to the application packet.

# FUNDING DISTRIBUTION AND FINAL REPORT

- ❑ Projects funds may be distributed in two ways:
  - ❑ Submit project final report with proper documentation and invoice from Grantee to Park District for reimbursement of expended funds up to award amount.
- OR
- ❑ Submit signed service agreement and/or construction contract with final costs and invoice from Grantee to Park District for the distribution of final costs up to the awarded amount. Final report and proper documentation with copies of paid invoices will be required when project is fully competed.

*Final Report document may be found in application packet. Please submit 200 word article and at least 3 high resolution digital photos of project with Final Report.*

# QUESTIONS?

Please contact Jannah Wilson at [jwilson@ottawacountyparksoh.org](mailto:jwilson@ottawacountyparksoh.org) or (419) 707-4051 with any questions related to the 2024 Parks and Trails Improvement Grant program