



## City of Richland Parks and Public Facilities Department

# 2019 Park Partnership Program Application

### Introduction:

The City of Richland designates up to \$20,000 annually from the Park Reserve Fund to provide matching fund grants to eligible applicants making capital improvements to City parks, trails, open space and recreational facilities.

### Goals:

- To improve or increase park and recreational opportunities for the general public.
- Foster public investment and participation in developing City Park and recreational amenities.
- Enhance quality of life in Richland.

### Program Guidelines:

1. Projects must be located on publicly-owned property to be eligible, City parks, Richland School District property, state or federal lands.
2. Service and civic groups, athletic/sports organizations, neighborhood park user groups and non-profit organizations.
3. Projects on City of Richland owned (or leased) property have first priority for park partnership funding.
4. Projects should be in conformance to any applicable master plan.
5. Projects must be a construction, enhancement or renovation project that provides benefit to the public.
6. Maintenance, providing products, personnel, equipment or structures for private use will not be considered
7. Indoor and outdoor recreation facilities are eligible for partnership funding.
8. Park Partnership Program applicants are required to provide a minimum match of one dollar for each dollar requested. Match may consist of cash, donated labor, donated materials, use of construction equipment or architectural/landscape design services.
  - a. Volunteer labor is valued at \$11.50 per hour.
  - b. Equipment donations will be valued at the price the equipment would be rented for per day/hour.
  - c. Donated professional services will be valued at the "reasonable and customary" rate.

### Project Time Line:

**Application Due Dates:** Applications must be submitted by 4:00 pm on April 2, 2019. Applications shall be emailed to Patty Roe at [proe@ci.richland.wa.us](mailto:proe@ci.richland.wa.us); hand delivered to the Parks & Public Facilities Department, at 500 Amon Park Drive or mailed to City of Richland, Parks and Recreation Department MS 6, 505 Swift Blvd., Richland, WA 99352.

**Project Time Limit:** All projects must be completed within one (1) year of execution of the contract. Awards will be rescinded for projects not ready for contracting within thirty (30) days of award.

**Excess Monies:** A second call for applications will be made in the fall of the same calendar year if there are any unused funds after the initial disbursement.

## **Project Evaluation:**

Written applications will be reviewed by the Director of Parks and Public Facilities to determine eligibility. Projects which fall within program guidelines will be forwarded to the Parks and Recreation Commission and scheduled for oral presentation, with a 2<sup>nd</sup> presentation to the Commission upon completion of the project.

Those applications that support the attached Parks and Recreation Commission (PRC) goals will be considered as a higher priority to receive funding. Applications that do not support the goals of the PRC will be accepted and considered for funding on a lower priority basis.

## **Applicant Responsibilities:**

Applicants are required to present a written narrative of the proposed project. This written narrative shall be no more than 2 pages (12 point font, normal margins and single sided) and cover the following criteria.

1. Give an overview of the project's design and budget.
2. Explain what groups or members of the community would benefit the most by the proposed project being completed and if possible provide an estimate of the number of people served.
3. Describe the objective/purpose of the proposal.
4. Describe how the project would be completed and the schedule.
5. How will the project be maintained?
6. Does the project have demonstrated support from neighborhood and user groups?
7. Is the project in an appropriate location concerning neighborhood impacts, access, environmental impacts and proximity to potential facility users?

The applicant shall also present the project to the Parks and Recreation Commission (PRC). Presentations are limited to 10 minutes and must address the criteria noted above and these below.

The PRC will make a funding recommendation to the City Council. The application becomes invalid if the applicant or designated representative is not present to present the application to the PRC.

At the conclusion of the project the applicant complete the Final Work Plan, Budget Plan and Match Pledge sheets and submit them to the City. The applicant is also required to make an oral report to the Parks and Recreation Commission. The applicant shall contact staff upon completion of the project to schedule a final inspection and presentation date.

## Application Instructions:

**Project Applications:** Applications can be obtained at the Parks and Recreation Department, 500 Amon Park Drive. Please call 942-7533 to have an application mailed or e-mailed. Application packets contain:

**Application Form (Page 4).** This form describes the project location, a brief description, contact person information and project costs.

**Draft Work Plan (page 5).** List in chronological order, the specific steps you will take to complete this project. Next to each step identify who will be responsible for the activity and the estimated completion date.

**Draft Budget Plan (page 6).** List each resource needed to complete your project. Include quantity as well. Calculate the total cost for each resource (include tax). Next, breakdown the total cost of each resource by how much is applicant "in-kind", applicant cash, and how much of the City's match (if any) you will spend on this item.

**Draft Match Pledged (Page 7).** This form is provided to help solicit and gather match pledges. Applicant match can be pledged or secured at the time of application. Pledged means that the donor has made a verbal promise to provide the match item; secured means that the donor has signed the application's Match Pledged / Secured Form to confirm the commitment.

## Notification Process

Notice will be mailed to the previous applicants from the past five years by Feb 20, 2019.

Notice will run on the City's cable channel beginning in March.

Notice will be posted on the City's web page beginning in March.



**City of Richland  
Parks and Recreation Department**

**Park Partnership Program  
2019**

**Application**

**Project Information**

Name of Park:

Project Location in Park:

Brief Description of Project:

(Attach narrative from the “Applicant Responsibilities Section”)

**Contact Person**

Name:

Organization Representing:

Contact Address:

City/State/ZIP:

Home Phone:

Work Phone:

FAX:

E-mail:

**Project Cost**

Amount from City: \$ (maximum \$5,000.00)

Cash Amount from Applicant: \$

“In-Kind” Amount from Applicant: \$

Cash from Other Sources: \$

Total Project Cost: \$

**DUE DATE:** 4:00 pm, April 2, 2019



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## Draft Work Plan

Steps	Responsible Party	Completion Date



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**Parks and Public Facilities Department**  
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## Draft Budget Plan

	Total Cost	Applicant "In Kind"	Applicant Cash	City's Cash Match
<b>1. Personnel</b>				
<b>Sub Total</b>			\$	\$
<b>2. Supplies/ Equipment Materials</b>				
<b>Sub Total</b>				
<b>3. Professional Services</b>				
<b>Sub Total</b>	\$	\$	\$	\$
<b>4. Construction/Capital</b>				
<b>Sub Total</b>			\$	\$
<b>PROJECT TOTAL</b>				



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## Draft Match Pledge / Secured Form

The following individuals, businesses, and organizations have made a commitment to donate the following items to \_\_\_\_\_  
\_\_\_\_\_ for its "In Kind" match.

Type of Work	Print Name	Address & Zip	Phone #	# of hours	Estimated Value	Signature