



City of Green River
City Council Meeting
Agenda Documentation

Preparation Date: February 7, 2020	Department: Parks and Recreation/Facilities
Meeting Date: February 18, 2020	Department Head: Brad Raney
	Presenter: Brad Raney

Subject:

Approval to submit a grant to the Sweetwater County Rec Board for Rec Mil Grant for Playground Replacement and Tennis Court Improvements at Edgewater Park

Background/Alternatives:

This would be a \$50,000 grant request to be a 50/50 match with existing budgeted monies. The playground at Edgewater Park is over 25 years old and replacement parts are no longer available. The replacement would allow for the accommodation of additional features bringing the playground from a 5-12-year-old recommendation to a 2-12-year-old recommendation. The upgrades to the tennis courts would include permanent pickleball lines being painted on the pads; pickleball is fastest growing sport for popularity in America.

Attachments:

Grant Application

Fiscal Impact:

\$50,000 of a 50/50 grant proposal from existing budgeted monies

Staff Impact:

Minimal

Legal Review:

Not applicable

Suggested Motion:

I move to approve the Parks and Recreation department to write and submit a grant to the Sweetwater County Rec Board for Rec Mil Grant for Playground Replacement and Tennis Court Improvements at Edgewater Park.

SWEETWATER COUNTY SCHOOL DISTRICT #2 REC BOARD
320 Monroe Avenue
Green River, WY 82935
307-872-5500

APPLICATION FOR RECREATION PROJECT FOR AGENCIES OUTSIDE OF SWEETWATER COUNTY SCHOOL DISTRICT #2

Due date for all grant applications: March 1

- Please read the Policies and Procedures attached to this form.
- All applications must be submitted to 320 Monroe Avenue, Green River, WY 82935, In triplicate (3 copies) by 6:00 p.m. on March 1.
- Applications will not be accepted electronically or by fax.
- An incomplete application will not be considered. Although incomplete applications will be returned to applicants by U.S. Mail., SWSD#2 is not obligation to notify applicants of incomplete applications prior to the application due date.

GRANT APPLICATION ARE PROCEDURES CAN BE FOUND IN THE SWSD#2 WEBSITE (www.swcsd2.org) AND AT THE END OF THIS APPLICATION. IT IS THE APPLICANTS RESPONSIBILITY TO REVIEW THESE PRIOR TO COMPLETING THIS APPLICATION.

Please complete the following. Attach additional sheets as needed.

Name of Club/Organization: City of Green River Parks and Recreation Department

Address of Club/Organization: 50 East 2nd North

City/State/Zip: Green River, Wyoming 82935

Phone Number: (307) 872-6147 E-mail address: braney@cityofgreenriver.org

Federal Tax Identification Number or Social Security Number: 83-600065

All non-district organizations must supply a tax ID number. Please see attached notice.

Name of primary contact or sponsor: Brad Raney, Parks and Recreation Director

Phone number & e-mail address if different from above: n/a

Please check all that apply:

- Public Agency Private non-profit agency
 Private for profit agency School club; Name of School _____

NAME OF PROJECT: Edgewater Park Playground Replacement and Tennis Court Improvements

Has this project been funded by SWSD#2 Rec Board in the past? Yes _____ No

What is the total dollar amount request from SWSD#2 Rec Board for this project? \$ 50,000

1) Describe your club/organization by answering the following:

- a) What is the purpose of your club/organization? **Green River Parks and Recreation will promote community health, strong families, economic strength, and a high quality of life for all by collaboratively providing safe, well-maintained and affordable parks, facilities, and programs.**
- b) When are the club's/organization's regularly scheduled meeting dates and times (e.g. weekly on Thursday at 4 p.m., or the third Thursday of every month)?

The Green River City Council meets the first and third Tuesday of every month at 7:00pm. Edgewater Park is open from Dawn until 11:59pm.

- c) If you do not meet regularly, how often and when do you plan to implement your project? N/A
 - d) How many members are involved with your club/organization? All citizens of Green River.
 - e) What age group does your club/organization involve? All ages
 - f) How many officials/sponsors are involved with your club/organization? N/A
 - g) What is the sponsor-to-member ratio? N/A
 - h) What is the name and title of the adult primarily responsible for the club/organization? Pete Rust, Mayor
- 2) What is the primary purpose of your project and how does it support the purpose of the SWSD#2 Rec Board, which is to "support programs to increase community participation in a variety of recreational endeavors which are available to the public as well as maintain quality facilities which are used by all stakeholders"?

The purpose of the project is to replace the existing playground at Edgewater Park, layout and paint pickle ball lines for 4 courts on the existing lighted tennis courts, and obtain 4 portable pickleball nets for use at the park. These improvements would make Edgewater Park a true multi-generational recreational area appealing to all citizens. The current playground at the Park is over 25 years old and we can no longer obtain replacement parts. Pickleball is the fastest growing sport in America due to its appeal to all ages and we have a large group playing during the winter months at the Recreation Center as well as numerous other groups of playing in local churches. The Recreation Center frequently hosts Physical Education classes from SCSD #2 for pickleball in the gym. The Recreation Center gym has permanently painted lines making it attractive for indoor play. We are experiencing growing demand for an outdoor pickle area. Painting lines on the existing tennis courts will be a low cost first step to allow for outdoor play, the tennis courts would still be available for tennis which would increase the functionality of the existing court.

a) Specify what recreational opportunities will be provided to the public through your project.

The new playground would be the first new playground in over 10 years in a public park and would increase the opportunity for passive play and recreation. The current playground is for ages 5-12 and it will be an objective to also include equipment for ages 2-5 increasing the age availability of the playground. The pickleball lines would offer an outdoor place to play a popular sport that is not currently offered in the community. Pickleball is a family game appealing to all, from young children to seniors. These recreational opportunities would add to the existing recreational opportunities at the park of walking, sand volleyball, basketball, wildlife viewing, lawn games, and popular access point the greenbelt trail system.

3) Why should this project be funded?

This project should be funded because it meets the objectives and purpose of the Recreation Mill Board increasing the recreational offerings to the entire community. This is not a project that serves a specific group or sport but truly provides recreational opportunities to all ages and abilities.

4) Describe in detail what activities will be involved in your project and how those activities relate to the purpose of your project.

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- 5) Please list any websites that pertain to this club, organization or project.

www.cityofgreenriver.org

- 6) What are the beginning and ending dates of your project? *(Please refer to the funding availability dates to make sure your project does not incur expenses before funding would be available)*

The project would be placed out to public bid as soon as funds are approved. The City of Green River has a 50% cash match that is available immediately. Ideally, the project would be complete by June 15, 2020.

- 7) Please list **in detail** any equipment or supplies that will be needed to implement/run the project, and the estimated costs. Please be specific (e.g. "basketballs at \$20 each for a total of \$120" is acceptable, whereas "balls - \$120" is not acceptable) You may attach a separate list if necessary

Playground equipment and professional installation: \$97,550
4 Pickleball Nets: \$650
Professional layout and painting of pickleball lines: \$1800

- 8) If your application could potentially impact structures or grounds of the Sweetwater County School District #2, including electrical, plumbing and HVAC, you must attach a copy of the SWSD#2 Maintenance Department's **completed and signed** work order request for an impact evaluation of the project. Applications will not be considered without this documentation, and will be returned.

N/A

- 9) Please list **in detail** any travel expenses the project will require. Please include departure and return dates, destination(s), modes of transportation, number of participants (adults and minors) traveling, and any other pertinent information.

None

10) Describe how you will advertise, promote and/or notify the public about your program to insure the public is aware of the recreational opportunity.

The offerings at Edgewater Park are currently advertised on the City of Green River website, Facebook page, and the semi-annual recreational guide distributed to all SCSD #2 students.

11) What kind of training, if any, will be required to implement/run the project?

None.

12) What is the name, title and relationship to the club/organization of the person responsible for implementing and maintaining the project?

Brad Raney, Parks and Recreation Director, City of Green River

13) Describe other financial contributions, in-kind, case or matching funds, which have been or will be made toward this project if any?

\$50,000 cash from the City of Green River.

14) Is this a one-time request or will future funding be needed to continue this project?

One-time request.

15) If the project will extend past the grant period, what are the club's/organization's plan for sustaining the project?

Funding for maintenance will come from the City of Green River general fund currently used to inspect and maintain other playgrounds and facilities.

Attach a detailed projected budget for your project or organization, itemizing all expenses. You may use the attached form, or develop any format that you think explains the project's budget. Additionally, if you are reapplying, you must attach a final report or status report. A template can be found on the SWSD#2 website (www.swcsd2.org)

By signing this application I acknowledge that I have read and will comply with all policies and procedures of the Sweetwater County School District #2 Rec Board.

Dated: _____

Signature of Grant Applicant

Signature of Building Principal/Supervisor
(Only if application is being submitted by SWSD#2 employee)

Note: SWSD#2 Rec Board funds are available because of a recreation mill levy in the county. This is made possible by an act of the legislature and action taken by the SWSD#2 Board of Trustees. These funds can be used only for community public recreation purposes. For additional information call 307-872-5500

SWSD#2 Rec Board does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion or belief.

OFFICE USE ONLY:		
<input type="checkbox"/> Approved	Date Approved _____	Ending Date of Grant _____
<input type="checkbox"/> Denied	Reason _____	
Signed (Rec Board Chair or designee) _____		

SWEETWATER COUNTY SCHOOL DISTRICT #2 REC BOARD
Budget Form

Agency		EXPENSES	AMOUNT
		Staff Salaries (employee of agency) Instructors: \$0 Instructor Aides: \$0	\$0
		Staff Benefits (25.13%)	\$0
Program		Contracted Services (Student helpers, professional services, bookkeeping, etc) Purchase and install playground (\$97,550) and paint pickleball lines (\$1,800)	\$99,350
REVENUE	AMOUNT	Repairs & Maintenance	\$0
		<u>Rental</u>	\$0
		<u>Postage</u>	\$0
Funds requested from SWSD#2 Rec Board	\$50,000	Telephone	\$0
Fees being charged participants	\$0	Advertising	\$0
In-Kind Contributions	\$	Printing	\$0
Donations	\$	Supplies: 4 portable pickleball nets	\$650
Other Grants	\$	Equipment & Machinery (<i>provide detailed list</i>)	\$0
Other Cash/Funds	\$50,000	Dues & Fees	\$0
Other Revenues: (<i>please describe</i>)		Other Expenses (<i>please describe</i>)	
	\$		\$
TOTAL REVENUE FUNDS	\$100,000	TOTAL EXPENSES	\$100,000

*Reminder: When completing a budget, the revenues and expenses **must** balance*

Date:	Completed by
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Additional Comments:

Note: This is a sample budget page. You may develop any format that you think explains your program.

END OF APPLICATION

THIS DOCUMENT FOR INFORMATION ONLY – DO NOT INCLUDE WITH APPLICATION

SWEETWATER COUNTY SCHOOL DISTRICT #2 REC BOARD

Purpose: Support programs to increase community participation in a variety of recreational endeavors which are available to the public.

GRANT GUIDELINES

1. Grants will not be considered for academic programs. All projects must be recreational in nature.
2. All activities/programs are to be available to the residents of Sweetwater County, as appropriate for children or adults, and are to be advertised appropriately.
3. Private and public agencies may be funded once per twelve-month period.
4. Private agencies will be limited to grant awards not greater than \$5,000 per twelve-month period. Additionally, private agencies successfully receiving awards will be required to sit out one year from the close of the award, prior to reapplying for additional funding.
5. Non-district organizations are defined as those with federal tax identification numbers. Non-district organizations will be required to include their federal tax identification number on the application in order to qualify for funding.
6. Equipment necessary to initiate or enhance a program will be considered. Applications must justify expenditures for equipment.
7. All grant applications which could potentially impact structures or grounds of the Sweetwater County School District #2, including electrical, plumbing and HVAC, must be reviewed by the SWSD#2 Maintenance Department **prior** to submitting the application. A copy of the SWSD#2 Maintenance completed work order requesting an impact evaluation of the project must be included with the application. Applications will not be considered without this documentation, and will be returned.
8. Final reports are required for all completed projects. Final reports are required to maintain eligibility for future funding. A final report would consist of an expenditure report as well as a narrative of the project's successes and challenges.
9. If a project has not been completed by the end of the funding cycle, a status report is to be submitted; however, the Board expects the funds will be used within the funding period for which they are granted.
10. Travel expenses for other activities (e.g. snowboarding trips, museum visits) will be limited to event registration, transportation, lodging and meals.
11. Prior to making any changes in the grant expenditures previously approved, an amended budget with explanations for the changes must be submitted. Amendments are subject to approval by the SWSD#2 Rec Board.

The following additional policies and procedures pertain to grants which are monitored by the Sweetwater County School District #2:

12. Sweetwater School District #2 Rec Board requests should be initiated with the district's Activities' Director. The AD will present requests at Recreation Board Meetings.
13. Only those hours which are outside the Non-SWSD#2 Rec Board employee's regular work day and are beyond the scope of their regular duties may be claimed and paid by SWSD#2 Rec Board funds.
14. Expenses only will be covered for sponsors taking clubs on out of town trips.
15. SWSD#2 Rec Board grants which are monitored by SWSD#2 must adhere to all school district purchasing procedures.

NOTICE TO NON-PUBLIC ENTITIES OR INDIVIDUALS APPLYING FOR SWSD#2 REC BOARD FUNDS

The application for SWSD#2 Rec Board funds requires that you identify the tax status of your organization and provide a tax identification number or social security number. The number is for reporting by the SWSD#2 Rec Board for IRS income tax purposes.

You should be advised that if your organization is not a non-profit organization with tax exempt status approved by the Internal Revenue Service there may be income tax consequences to your receipt of the SWSD#2 Rec Board funds. A Wyoming non-profit corporation is not tax exempt for IRS income tax purposes unless the corporation's exempt status has been approved by the IRS.

You should consult with a CPA/accountant or an attorney to determine your tax/legal status.

Application FAQs

Q: How do we know if our funding request has been approved?

A: A letter will be sent out by the SW#2 business office indicating whether the grant request was approved or not.

Q: How long do we have to spend the grant money once it is approved?

A: Awards must be spent within the fiscal year of approval. The letter from the business office will indicate a date by which funds must be expended (typically June 30). Beyond that date, any balance will be unavailable to the grantee.

Q: How are funds distributed?

A: Grants are approved by the Rec Board. Purchases and services indicated in the submitted proposal will be paid or reimbursed by the SW#2 business office. When purchases are made or services are complete, accurate receipts must be submitted to the grant manager and reimbursement will be processed. Work closely with the business office and grant manager on the process.

Q: What if our plans change for the use of the grant money?

A: The Rec Board approves grants based on needs indicated in the grant proposal. If an organization's priorities change, an amendment to the grant must be submitted and approved BEFORE purchases are made and reimbursed for needs that do not fit the original proposal. Payment or reimbursement will not be made for purchases that do not meet the original proposal unless a formal amendment is submitted and approved.

Q: How do I submit an amendment to the original grant request?

A: Amendment to grant requests should be submitted to the grant manager (Nancy Core) and a letter from the business department will be sent indicating if the amendment has been approved. Reimbursements for purchases or services will not be made if they took place prior to amendment approval.

Updated 12-13-2016

Updated 10/3/2016 jc