

# PUTNAM COUNTY RECREATION ENHANCEMENT FUND

## Grant Application and Program Guidelines



**Please mail or deliver completed applications to:**

**Putnam County Commission  
12093 Winfield Road  
Winfield, WV 25213**

**DUE: July 31, 2017**

# **Putnam County Recreation Enhancement Fund Program Guidelines**

## **FY 2017**

The Putnam County Commission awards grants to governmental entities (municipalities) and non-profit organizations within Putnam County (excluding municipalities that currently receive hotel/motel tax revenue) to enhance recreational and tourism opportunities in Putnam County. In Fiscal Year 2017, the Putnam County Recreation Enhancement Fund will receive an annual contribution of \$40,000 from the Putnam County Commission to fund various recreation projects throughout Putnam County. Grant applications must demonstrate the willingness of the applicant office to comply with all budget, purchasing, and reporting requirements; and to provide local support to ensure the success of the project and the improvements identified in the grant proposal. Grant recipients must provide at least a twenty percent (20%) cash match for each dollar expended by the Putnam County Commission. Grant funds are awarded on a reimbursement basis, which requires submission of the official Request for Reimbursement or invoice form.

The application (pages 5-7) and required supporting documentation are to be typed letter-size paper. An ORIGINAL signed application and four complete copies must be submitted for review by the County Commission and County Manager. Please see Page 4 for a list of Supporting Materials necessary to complete the application.

Applications must be completed and submitted via mail with a postmark on or before July 31, 2017, or hand delivered by this date to: Putnam County Commission, c/o Tim Hanna, 12093 Winfield Road, Winfield, WV 25213. Faxed or other electronic submissions will NOT be accepted. All grant applications submitted by the deadline will be reviewed for completeness and applicants contacted no later than August 7, 2017 if there are any omissions or irregularities in the submitted application. The Putnam County Commission will review all qualified grant applications, and may request applicants to present details of their proposed project.

The Putnam County Commission may approve total, partial, or no funding for all reviewed applications. Applicants approved for partial funding or not approved for funding will be informed in writing by August 14, 2017. Successful applicants are to perform and complete project work during Fiscal Year 2017-18 (August 1, 2017 through June 30, 2018).

Applicants are encouraged to contact Tim Hanna, Project Coordinator at (304) 586-0201, to discuss potential projects, the general requirements of the grant, or questions regarding the application process.

## **Eligible Projects**

The proposed project must fall under one of the following categories as defined in W.Va. Code §7-18-14(d):

1. The planning, construction, reconstruction, establishment, acquisition, improvement, renovation, extension, enlargement, equipment, maintenance, repair and operation of publicly owned convention facilities, including, but not limited to, arenas, auditoriums, civic centers and convention centers;
2. The payment of principal or interest or both of public parks, tourist information centers and recreational facilities, including land acquisition;
3. The promotion of the arts;
4. Historic sites; or
5. Beautification projects.

## **Ineligible Projects:**

- Personnel costs for new permanent positions, or costs to refund or supplement salaries of staff.
- Projects located outside of Putnam County, WV.

## **Key Information:**

- Applications are due no later than July 31, 2017
- Applications are to be sent via mail or hand delivered
- Applications are for Fiscal Year 2017 (August 1, 2017-June 30, 2018)
- Only projects within Putnam County, WV will be considered, all projects outside Putnam County WV are not eligible for funding.
- Applicants must be governmental entities or nonprofit agencies
- Applicants currently receiving hotel/motel tax revenue are NOT eligible for PCREF Funding
- Grant recipients must provide no less than 20% cash match
- Annual contribution of \$40,000 will be made to the Recreation Enhancement Fund

### **Checklist of Required Supporting Materials:**

**The materials listed below must be included with the application:**

1. \_\_\_\_\_ Letter of support with original signature of specific office holder participating in the records project
2. \_\_\_\_\_ Photographs, floor plans, etc., which may demonstrate or document the need for the project
3. \_\_\_\_\_ Estimates, bids, proposals, job descriptions, qualifications and/or resumes, supplies, equipment, floor plans, and drawings for proposed work to be purchased or contracted services must be dated within 60 days of the application
4. \_\_\_\_\_ Original and four copies of the application (pages 5-7) with supporting materials
5. \_\_\_\_\_ Other relevant information, if applicable

**PUTNAM COUNTY RECREATION ENHANCEMENT FUND**  
**Grant Application**  
**2017-2018**

**Please complete and return Pages 5-7 of this Application with Supporting Materials (See Page 4) and thirteen copies. You do not need to submit Pages 1-4.**

**Applicant Information:**

<b>Applicant Agency:</b>	<b><u>Type of Agency</u></b>
<b>Address:</b>	Municipality
	Non-Profit
<b>Phone:</b>	
<b>Fax:</b>	

<b>Project Point of Contact (POC):</b>
<b>POC Title:</b>
<b>Address:</b>
<b>Phone:</b>
<b>Fax:</b>
<b>Email:</b>

**Funds Requested:**

**Proposed Match (20%):**

**Project Period:**            **August 1, 2017 – June 30, 2018**

*Certification: To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body and the applicant will comply with the guidelines set forth in this application, if funding is provided.*

<b>Authorized Official:</b>	<b>AO Title:</b>
<b>Address:</b>	<b>Phone:</b>
	<b>Fax:</b>
	<b>Email:</b>
<b>Signature:</b>	<b>Date:</b>

# Project Narrative

*Please provide information that describes, in specific terms, the scope of the work for the proposed project. State clearly and in concise detail, the purpose of the proposed project, including the location of the proposed project, anticipated dates of project initiation and completion, as well as any further details regarding the proposed project. Additional pages may be attached when necessary.*

## Project Budget

*Provide specific information that explains each proposed expense for the project. State clearly and in detail the breakdown and justification of need for each item requested for funding. Please be reminded, a 20% local match is required for this grant. A breakdown of matching funds must be included in the budget information. Please include estimates or quotes when applicable. Additional pages may be attached when necessary.*