

## WHO CAN APPLY

All Charlevoix County  
Cities , Townships or  
Village...

## CAN WE APPLY IN CONJUNCTION WITH ANOTHER GROUP OR ENTITY

No, only Charlevoix County  
municipalities may apply.  
Applications cannot be  
accepted with anyone else  
named, not even as “in  
conjunction with”. Projects  
are to be under the sole  
authority of the entity  
applying.

⇒ Application is uploaded  
to our website annually  
so Please do NOT use  
previous years forms,  
as changes are made  
yearly

⇒ Applications can be  
sent via mail, delivery  
service or in person  
only, emailed or faxed  
applications are  
not accepted

⇒ Applications accepted  
01/01/17 thru  
02/01/2017 at 4:00pm  
(or the next business  
day in either case of  
the date falling on a  
weekend or legal  
holiday)

# CHARLEVOIX COUNTY PARKS MILLAGE FUND APPLICATION GUIDLINES 2017



## Notes and Bullet Points to Remember

- ◆ Funds will not be allocated for projects deemed “administrative, operational, or for maintenance purposes” by the Work Group
- ◆ Funds cannot be allocated for land purchases at this time
- ◆ Appropriations will not be approved prior to bidding and/or receipt of quotes, as they are required documentation for the process. Approvals are based on application criteria, in which the specific costs and vendors are provided and reviewed for consideration of funds. Additionally, you may not change vendors, items, or service without unusual circumstance beyond your control, which must be approved by the county.
- ◆ Application Packet MUST be completed, other forms or self-created versions will not be accepted
- ◆ You are responsible for going down the application checklist to ensure you’ve met all requirements for completion and inclusion of information and all documents. You will NOT be notified otherwise, and incompletes will be deemed ineligible. This includes, but is not limited to, missing signatures
- ◆ Each project/location must be applied for separately, but you may submit multiple applications in each round, and funding may be recommended in full or in part
- ◆ You are not required to have a “match” of funds to participate
- ◆ If you are requesting funds on behalf of yourself and one or more other eligible municipalities, you MUST have resolutions and signatures on application by all. This is particularly important if requesting funds in excess of \$10,000
- ◆ RESOLUTIONS mean everything! They must be included, and if contradictions arise, resolutions will prevail
- ◆ Means of contact will ONLY be those persons indicated on your application — CHOOSE WISELY. We will no longer send contracts to additional parties, forward emails or communicate through persons not listed on the application

**Contact: [administration@charlevoixcounty.org](mailto:administration@charlevoixcounty.org) / 231-237-0156**