



2017 APPLICATION FOR PROJECT FUNDING REQUEST

Charlevoix County Parks Millage
301 State St., Charlevoix, MI 49720
administration@charlevoixcounty.org

WHAT ARE WE LOOKING FOR in 2017

- Funds are appropriated for parks/recreation development projects that demonstrate a direct recreational benefit. Funds are not awarded for administrative, operational, or maintenance purposes, nor for acquisition of land. Possible examples of this could be signage, security systems, phones, lawnmowers, staff, infrastructure, or mechanical repairs and upgrades which are not typically considered a direct recreational benefit. The fact that they are for a recreational site does not automatically classify them as a direct benefit.
- Funds may be awarded in full, or in part. You may submit as many project requests as you like.
- A primary goal of the recommendation process is to distribute funds throughout the county by funding multiple smaller projects each year, as opposed to one or two large projects. These project applications may still be submitted however, as all applications will be equally and fairly reviewed.
- There is no definitive list of eligible/ineligible requests, as each one is reviewed upon its own purpose and merits.
- Preference will “typically” be given to projects of \$10,000. However, all applications are reviewed and larger projects may be considered, based upon its overall benefit to the county as a whole, and could be approved.
- Please be thorough in your explanations, plans, and inclusions in your application packet. These items help determine the purpose and benefits of your request. The work group will consider the following factors:
 - ✓ DIRECT recreational benefit – Materials for a fishing dock in a park creates the dock itself – a DIRECT benefit; a lawnmower for a ball field is not a direct part of the recreational activity itself, it “maintains” the facility.
 - ✓ Choice of location WITHIN your municipality – Is wanting to develop a park in a wetland area the best location in your township, or is there a better location? Does it make sense to place a loud activity project such as a band shell next to a current “quiet needs” facility, such as a library?
 - ✓ Overall Integrity of your design and plan – Are all the aspects and considerations for structural integrity, permitting, zoning, and other needs fully addressed in your application? Is it commercial grade for the use?
 - ✓ Future plans for costs and needs – Will this investment cover all costs needed for several years, or will there be future additions needed? Will it require more upkeep or maintenance funds than seem feasible for your municipality to cover, if you need to request these initial funds?
 - ✓ Municipal need for this project – Is this a recreational standard for many other areas, and is this the first project of its kind in your municipality? Or, if it’s your 3rd or 4th, does your municipality really need it?
 - ✓ Countywide need for this project – although it may be the first (example) boat dock in your township, it may be 35th boat dock in the county. The county will not have as strong of a need as a whole for the project. The municipality need and the county need is not necessarily expected to be the same on any project.
 - ✓ Economic stimulus created by your project – If this is for a new beach, is there a store or gas station nearby that will gain business? If this is a walking trail at the far reaches of your municipality, will it bring economic stimulus to any business, or bring a business to the area?
 - ✓ Balance of need to expense – Where will the dollars do the most good? (example) A \$7,000 gazebo in a town that has no outdoor gathering place is a favorable need-to-expense ratio, as the town plans to use it weekly for events of all kinds. A town asking for a \$5,000 picnic area when it already has 2 others that are rarely used shows a much low need-to-expense ratio, as it isn’t as much of a need as a want.
 - ✓ Are you working collaboratively on this project? – (example) If a township and a city or village wish to work jointly to build a playground that’s near the populous but in an area that is quieter with less traffic (moving it partially out of the limits into the township), that is a collaborative effort. A project being done in conjunction with another funding source (such as non-profit) does NOT make it collaborative. Collaboration MUST be proven through the resolutions and application participation to receive points.

MUST-HAVES FOR YOUR APPLICATION PACKET

- COVER LETTER or NARRATIVE: Please include a cover letter clearly stating why there is a need for this project, as well as the use and purpose. Please explain why the municipality feels this is a project worthy of being funded with county-wide tax dollars. This is not intended to be overly lengthy in nature, but more of a brief overview.
- RESOLUTION(S): Approved Resolution(s) to Apply for Funds by the local governing board(s) MUST be attached to packet. The authorized party identified in the resolution(s) MUST also be the signing party on the application.
- AMOUNT REQUESTED: approved resolution amount and application request amount MUST match
- RENDERING: If a project's total cost (not just your request) is to exceed \$5,000.00, a professionally quality rendering, blue print, or similar design proof MUST be included. If total project cost is less than \$5,000.00, rendering must still be presented, but it is not required to be professional quality. All dimensions, print and numbers MUST be legible on the included map, and if that requires you include a document sized 11 x 17 or larger, please do so!
- MAP: You must include a municipality map showing the proposed location of your project and roughly ¼ mile radius, or as far as necessary to show streets and road names. You may include other/multiple maps as needed to fully show the intent of your project, but we need to see where it is going to be with some surroundings.
- NON-MUNICIPAL PARCEL: If for any reason, the project is not located SOLELY on city, village, or township lands, you must include documentation with regard to the ownership, agreement, purpose and use of other land(s).
- OTHER FUNDING: If your project is to be partially funded by other means, please include any documentation stating approval of grants, contributions, or other funding sources.
- DOCUMENTS: Please include any and all associated bids or other documents that support the funding request for the project which you are applying, as well as the overall cost of your project.
- ITEMIZATION: All dollars being requested MUST be itemized. Simply asking for X-amount of dollars to go towards an overall project is NOT acceptable. Itemized costs should breakdown shipping, delivery, labor, materials, or any other expense you are requesting. If application is requesting funds for a large project, a million dollar endeavor for example, you cannot ask for \$9,000 "towards the project" overall. You will need to show a *specific* purpose and associated itemization for your \$9,000 *specific* request. Example: you're asking for \$10,000 towards a \$650,000 sportsplex, you MUST show you are asking for this \$10,000 to go towards the itemization of batting cages that includes \$7923.45 in netting and physical cages, \$765.49 in shipping, and \$1311.06 for bats, balls, and helmets. No exceptions, funds MUST be itemized with appropriate documentation, and catalog pages or internet screen captures with "prices starting at" are not acceptable as itemizations. They may be included as verification of price, but you need to show itemization using that information. Reviewers will NOT guess at or estimate installation costs, lookup shipping rates, or allot for anything without seeing it in a verification/itemization.
- JOINT APPLICATION/COLLABORATION: ALL parties MUST include resolutions and be included on the application
- Funds can only be requested for/on behalf of parties listed on the application, and with signatures appearing on the application. You cannot request funds for both your municipality and the neighboring township (because you feel their residents will use it) without their inclusion on the application and their resolution indicating such.
- Do **NOT** staple, bind or in any way permanently affix pages of application as we need to scan and copy all
- If you do not SIGN the application, if there are no maps or itemization of costs attached, no resolution included, or if your application is in any other way missing items mentioned above or incomplete, IT WILL NOT BE ACCEPTED. It is your own responsibility to review and ensure you're submitting a *complete* application, and that you have *included* all necessary documentation. It is not our responsibility to notify you if you did not.
- OUR APPLICATION MUST BE USED, you cannot use applications or forms that you have created or submitted for other purposes in its place – NO EXCEPTIONS! If also including pages or documents that you have previously used for other purposes, they must be changed and addresses properly. Please do NOT include pages, narratives, or forms addressed to other entities or written in such a manner as to indicate such. You may type, fill, or handwrite the application.



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PROJECT APPLICANT INFORMATION

Name of Municipal Applicant(s): _____

Project Mailing Address: _____

Designated Contact #1: _____ Contact #2: _____

Phone (s): _____ (Please identify TWO email recipients for all communications)

Email #1: _____ Email #2: _____

PROJECT FUNDING INFORMATION

Brief Description or Project Name: _____

Total Cost of Project: _____ Amount Being Requested: _____

Amount of Municipality Funds: _____ Approved Grant Amounts: _____

Amount of "Other" Funding: _____ Source of "Other": _____

Were Other Sources of Funding Sought Before Requesting Millage Funds? _____

PROJECT LOCATION INFORMATION

Describe briefly in "Layman's Terms", a description of where the project is to be located (ie: in the northern most corner of the township just off of Smith Rd all the way down to the edge of Brown Lake about 2 miles from town):

Property MUST BE Located on Municipality Owned Property: Yes ____ No ____

Parcel I.D. of Primary Parcel on Which Project Will be Located: _____

Additional Parcel I.D.(s): _____

If Project is NOT Fully Located on Municipal Land(s), Please Explain Reason for Municipal Application:

DETAIL AND DESIGN INFORMATION

Have Professional Services Been Retained in the Design of Project: _____

Have Professional Quotes Been Requested, Received and Included: _____

If NO, Please Explain How the Municipality Has Come to Amount Requested:

What is the Anticipated Start Date for Project: ____/____/____ Anticipated End Date: ____/____/____

Will Project Require Approval or Involvement from Agencies (D.N.R., D.E.Q., or Corp. of Engineers): _____

If YES, has Initial Contact Been Made: _____

FUTURE REQUIREMENTS OF PROJECT

What is the Anticipated Financial Yearly "Up Keep" or Maintenance of Project: _____

Where Will that Funding be Expected to Come From: _____

Are There Going to be Other Significant Funding Requirements for Project in the Future: _____

If YES, Please Describe: _____

What Would be the Anticipated Means of Funding: _____

PROJECT SUBMISSION

Signature of Applying Entity's Designated Representative(s): _____

Printed Name of Representative(s): _____

(if this is a collaborative project, the below information and resolution(s) are required)

Signature of Applying Entity's Designated Representative(s): _____

Printed Name of Representative(s): _____

Application Completion Date: ____/____/____

- COVER LETTER or NARRATIVE - brief overview
- RESOLUTION(S) for all parties on application
- DOLLAR AMOUNTS match on application/resolutions
- RENDERING, blueprint or design of project
- MAP of municipality showing project location & 1/4 mile radius
- NON-MUNICIPAL PARCEL documentation (if applicable)
- OTHER FUNDING documentation (if applicable)
- DOCUMENTS – (all applicable) for your specific project
- ITEMIZATION of all amounts requested
- COLLABORATION multiple resolutions/signatures (if applicable)
- OUR APPLICATION completed and signed (by all municipalities)
- DO NOT staple or bind

Deliver via US mail, courier service, or in person to:

Charlevoix County Parks Millage

301 State St.

Charlevoix, MI 49720