

PARK IMPROVEMENT GRANT

General Instructions/Information

In order to encourage the development of park land within the City of Bozeman, the Bozeman City Commission has again budgeted money for park improvements. The money is to be used as matching funds for park improvements. The required match is 50% of the project cost OR 100% of the requested amount form PIG (1 for 1).

Money can be used for a full range of improvements in any City-owned or City-maintained park. The improvements can be for both active and passive uses. Improvements can include, but are not limited to: landscaping, irrigation, trails, benches, play equipment, sports fields, general accessibility, or development of a park Master Plan.

The improvements should add to the long-term benefit of the park and surrounding properties; should reflect the interests of, and have the support of, adjacent property owners; and should be in agreement, if applicable, with the Parks-Rec Master Plan.

Persons interested in proposing improvements need to complete the application and return it by Friday, March 15, 2012.

Applications can be obtained online @ www.bozeman.net – **Go to:** “Departments” – select “Parks” off of the drop down menu associated with “Parks, Recreation and Cemetery”, the “Park Improvement Grant ” information can be accessed from the left menu.

Applications will be reviewed and scored by *the Parks and Cemetery Superintendent, with help from members of the Recreation and Parks Advisory Board. Recommendations for awards are submitted by the Board to the Parks and Cemetery Superintendent; however final determinations will be made by the Superintendent.* Money will be made available to successful applicants immediately upon notification of award. Successful applicants must be prepared to complete their project within one year of the award unless other arrangements are made.

Additional information is now provided in regards to the process, guidelines/rules and expectations that pertain to applying for a Park Improvement Grant. Items include the guidelines for parkland grant funds; the City of Bozeman’s purchasing policy and the Park Improvement Grant application. Please click [here](#) to access the City purchasing policy.

The intent of including the new, additional material is to educate and make a potential applicant aware of all conditions that apply to projects on public lands.

Guidelines for Park Improvement Grant Funds

February 2012

- ✓ The park improvement grant award allocations are based on the park improvement applications submitted to the Park/Cemetery Superintendent. Prior to any work being done, a work plan must be submitted and authorization from the Superintendent must be obtained.

- ✓ Your work plan must include a site plan, project time line, phases of construction, documentation of potential permits that will be needed, any stopping points and all relevant plans and specifications. These must be submitted to the Parks Division for approval prior to beginning work on the project. *The plan can be mailed to the City of Bozeman, Parks Division or hand delivered to: 814 North Bozeman, Bozeman, MT. 59715.*

- ✓ When you receive and approve an invoice for payment, the invoice from the contractor(s) shall be submitted to the Parks Division for payment directly to the contractor. All invoiced work must conform to the City of Bozeman's "purchasing policy." Prior to payment, all work will be inspected by the Parks Division, to verify that the work has been completed properly and/or materials have been received. *It is the responsibility of each group to monitor their own budget.* Please take care not to go over budget, as the unfunded balance will be the responsibility of the grant recipient.

- ✓ *All required matching funds (cash, donated materials, labor in lieu of, specialized services) need to accompany the original invoice that is a request for payment. This documentation should be in the form of a separate invoice specifically*

referenced as “matching funds”. If your organization has an active License for Use agreement (user group agreement) with the City, all use payments must be current and proof of insurance for the current year must be on file with the City.

- ✓ One person will be selected, by your group, to act as the point of contact for the Parks Division in organizing the work to be done. The name, address, and telephone contact information for that person must be included in your work plan.
- ✓ The actual contracting of work will be done by your group. The Parks Division will coordinate and oversee the project. *Anyone performing work on the project will be required to coordinate with the Parks Division prior to starting work.*
- ✓ Your group is responsible for complete reclamation of any, and all, areas affected by your project’s construction, including, but not limited to, grounds, fences, buildings, irrigation systems, etc. All work must be done according to the “design guidelines” developed by the Parks Department including but not limited to: trail construction, irrigation systems, playground equipment, soil preparation, seeding, etc.....
- ✓ Your group is responsible for obtaining any required building, plumbing and electrical permits from the Building Division, 582-2375, as well as *calling for locates* in the area you will be working in. (1-800-424-5555.) It’s the law. You may call the Parks Division for park addresses, if needed.
- ✓ Any tree planting must be coordinated with the Parks and Forestry Divisions, and a no-cost tree planting permit must be obtained from the Forestry Division prior to planting trees on public land. Planting locations must be approved by the Parks

Division.

- ✓ All contractors receiving payment from the City, for work performed, must have a current City of Bozeman business license, and a tax identification number. This information must be submitted to the Parks Division as soon as you select your contractor(s) and on file with the Finance Department before any payment will be made.
- ✓ Please do not make promises about payment dates without first checking with Accounts Payable at City Hall, 582-2334.
- ✓ It will be the responsibility of each group to address problems with contractors and/or any other problems connected with the project. The Parks Division will help in any way it can.
- ✓ Progress reports will be submitted to the Parks Division, at least every 6 months, once the award of funds is announced.
- ✓ *In the event that a project is postponed, or there is no progress being made for a period of 12 months, in order to keep the grant active, the grant recipient must apply in writing to the Park and Cemetery Superintendent for an extension on the grant money. It will be the decision of the Superintendent whether the grant remains intact, is modified or revoked.*

If you have any questions, or need assistance at any time, please call Thom White, Parks Superintendent, at 582-3224. Thank you for your effort!

PARK IMPROVEMENT GRANT (PIG) FUND Application

Please complete all sections of the application. Be as clear and concise as possible. Incomplete applications may be rejected by the review committee. Attach additional pages as necessary if the space provided is not adequate.

Name of Proposed Park Project: _____

Street Location of Project: _____

Name of Group: _____

Contact Person: _____

Phone#: _____

Mailing Address of Applicant: _____

Is there an adopted Master Plan for this park? _____ Yes _____ No

If yes, is the proposed project compliant with the existing Master Plan?
_____ Yes _____ No

If no, does your application include the development of a Master Plan as a part of the project? _____ Yes _____ No

Provide a brief description of the project. Describe existing conditions in the park, proposed improvements, the projected outcome, and a proposed time frame for completion.

On a separate page, provide a site map showing the park and the location of the proposed improvements. Provide a north arrow orientation and details of the proposed site improvements.

Describe in detail the recreational needs to be met by the proposed improvements (activities, passive uses, baseball, playground, tennis, picnic areas, etc.)

Describe in detail the level of community and neighborhood support for this project:

Estimated number of users of the proposed park improvement or facility related to this project: _____

Have prior requests for park improvement funds been submitted? ____ Yes ____ No

Date requested: _____

Amount of previous funding received: \$ _____

Is this a one-time project or a phased project? ____ one-time ____ phased

If phased, describe the phases and provide a report of the current status of the project.

Provide a brief narrative and dollar amounts for the line items regarding the proposed project.

Proposed Improvements
Total

Cost per Item

Total project cost: \$ _____

Source of matching funds:

Cash on hand: \$ _____ or method to raise money: _____

Other grants
Awarded \$ _____

Equipment: \$ _____

Materials: \$ _____

Volunteer labor: \$ _____ @ \$10 hr. unless professional

Proposed match (total): \$ _____

Amount requested from the City: \$ _____

On a separate page, provide a description of your matching funds. For all the soft-dollar matching funds, describe your method of assigning a dollar value for each category. How are you valuing the cost of equipment or materials? What is your basis of valuing the volunteer labor? How will you track and report these amounts?

Who will provide maintenance on the imposed improvements on a regular basis?

Describe your group's involvement in the project. What will be your role in designing, constructing, supervising, promoting, and maintaining the facility or improvement?

Other general comments you want to call to the attention of the review committee.

Return the completed application materials to: Thom White, Superintendent Parks/Cemetery, 814 N. Bozeman, Bozeman, Montana 59771. Applications must be postmarked no later than March 15, 2012. Hand delivered copies must be received by 5:00 p.m., March 15, 2012, at the office located at the City Shop Complex, 814 North Bozeman. No faxed applications will be accepted.