

PARK IMPROVEMENT GRANT FUND

General Instructions

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 from PIG (1 for 1).

Money can be used for a full range of improvements in any City-owned 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 with the Park Master Plan.

Persons interested in proposing improvements need to complete the attached application and return it by February 20th, 2009.

Applications can be downloaded at: www.bozeman.net : Go to the “Departments” drop down menu and click on “Parks”. The “Parkland Fund Application” will be on the left side of your screen.

Applications will be reviewed and scored by members of the Recreation and Parks Advisory Board. Applicants may be requested to make a short presentation to the Board during final deliberation. 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 will be provided to successful applicants outlining responsibilities and steps which must be completed to receive awarded funds. Approval steps to be taken in order to receive payment for completed work will also be specified.

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 February 20, 2009. Hand delivered copies must be received by 5:00 p.m., February 20, 2009, at the office located at the City Shop Complex, 814 North Bozeman. No faxed applications will be accepted.