



Ross County Park District

15 N. Paint Street, Suite 301
Chillicothe, OH 45601

parks@rosscountyohio.gov
740 773-8794

www.rosscountyparkdistrict.com

COMMUNITY ENRICHMENT GRANT PROCEDURE AND REQUIREMENTS

Program Overview

Ross County Park District (RCPD) distributes grants, recognizing that general operating and overhead expenses can impede a community's ability to foster its mission. The focus of the grant is to provide seed money to communities interested in developing wide initiatives, community outreach and projects that further the active and passive recreation opportunities within their communities.

Funding

Based on available resources, up to \$5,000 may be requested per calendar year. Preference will be given to quality proposals that demonstrate sustainability and show the potential for the most impact on citizens within targeted communities. Application deadline will be **December 1st, 2023** with funding available the following calendar year. The RCPD will review the proposals, make funding decisions, and announce awards by February 16th, 2024.

Eligibility

Applicants may receive one administrative grant per year. RCPD funding is available to non-profits, townships, villages, and municipalities. Projects must be located within Ross County, Ohio. If requested by RCPD, applicants must be willing to schedule a site visit before and again upon completion of the project with a RCPD staff member. Applicants must supply a copy of the following signed council resolution and concurrent meeting minutes to be eligible:

"To approve the filing of the (Current Year) application for financial assistance from the Ross County Park District, who administers financial assistance for public active and passive recreation purposes, through the Ross County Park District Community Enrichment Grant Program. To authorize and direct (Name of Representative) to execute and file an application to become eligible for possible funding assistance. (Applicant) agrees to obligate the funds required to satisfactorily complete the proposed project under the terms of the Ross County Park District Community Enrichment Program."

Expectations

- Complete the project as approved by RCPD.
- Include RCPD logo in documents and marketing materials related to the project.
- Display RCPD plaque (provided by RCPD) on any permanent asset purchased with RCPD funds.
- Project must be completed within same calendar year as receipt of funding and completed prior to reimbursement of project costs.

Proposal Components

Proposal should consist of three parts: Application, Narrative, and Budget.

Application: Complete the attached application. (pgs. 3-4)

Narrative: The narrative (2 to 4 pages) should include the following information:

- Statement of project objective as it relates to the needs within the organization or community.
- If applicable, additional participating organizations and their anticipated role in the project.
- Description of specific project goals and how results will be shared with targeted audiences.
- Statement of anticipated impact/benefits to the organization/community.
- Description of maintenance plan for project.
- Proposed timeline for completion of project.
- Plan for evaluation of outcomes.

Additional material(s) may be attached as appendices if it is essential to explaining the proposal.

Budget: Attach a separate page with the description of the budget, including sources of matching funds, if applicable. Proposals that exceed \$5,000 must document access to additional financial resources required to complete project. Attach any associated quotes.

Reporting Requirements

A final report of 2-4 pages will be due at the completion of the project with the following information:

- Summary of administrative objectives and participating organizations.
- Evaluation of outcomes and impact on targeted community.
- Description of subsequent plans.
- Summary of expenses incurred.
- Photos of completed project.

Review Process

1. Proposals may be submitted to the RCPD office or via email up to and including December 1st, 2023.
2. RCPD will confirm receipt of application and eligibility of proposal via email communication.
3. RCPD Commissioners will review proposals and score each with a recommendation for funding by early February of 2024.
4. RCPD Commissioners will review all scored proposals and make final granting decisions based on current funding via approved board meeting resolution.
5. RCPD will authorize distribution of grants beginning in mid-February of 2024.

Submission Process

Paper documents may be scanned and emailed to erinstanley@rosscountyohio.gov or mailed to:

**Ross County Park District
15 N. Paint St., Suite 301
Chillicothe, Ohio 45601**

*An electronic version of the instructions and application may be requested from erinstanley@rosscountyohio.gov

Important Dates

December 1st, 2023: Application deadline

February 16th, 2024: Announcement of final granting decisions

Please contact Erin Stanley with all inquiries. erinstanley@rosscountyohio.gov or 937-509-0774

Ross County Park District RCPD Grant Application

NAME OF ORGANIZATION APPLYING FOR GRANT		DATE	
ADDRESS	CITY	STATE	ZIP
AUTHORIZED REPRESENTATIVE NAME/ PROJECT CONTACT			
EMAIL ADDRESS	PHONE NUMBER	POSITION HELD	
MEMBER NAMES	CURRENT OFFICERS POSITION HELD	PHONE/EMAIL CONTACT	
HAS THE RCPD MADE PREVIOUS GRANT(S) TO THIS ORGANIZATION?			
<div><input type="checkbox"/> YES <input type="checkbox"/> NO IF YES: _____ AND \$ _____ <div>Most recent year<div>Most recent amount</div></div></div>			
IRS TAX STATUS			
501 (c) (3): <input type="checkbox"/> GRANTED <input type="checkbox"/> APPLIED		PLEASE ATTACH TAX EXEMPT STATUS DOCUMENTATION	

AMOUNT REQUESTED _____ PROJECT BUDGET _____

Have funds been requested and/or received from other sources? ☐ YES ☐ NO

Can the project be sustained? ☐ YES ☐ NO What will be the future source of funding?_____

What is the project and what are its objectives? _____

Who will benefit from the project? _____

Where and by whom will the project be carried out? _____

How will the project be carried out? _____

What distinguishes this project from others in the same general field? _____

PLEASE ADD OR ATTACH ANY ADDITIONAL INFORMATION YOU CARE TO SUBMIT

THE FOLLOWING TO BE COMPLETED BY RCPD

DISPOSITION OF REQUEST

Reviewed on this _____ day of _____, 20_____

Recommendation: ☐ Approved ☐ Not Approved

Amount requested _____ Amount granted _____

Reviewed By

_____	_____
_____	_____
_____	_____



COMMUNITY GRANT PROJECT SUBMISSION CHECKLIST

- ☐ Application
- ☐ Narrative
- ☐ Budget
- ☐ Quotes
- ☐ Resolution
- ☐ Tax Exempt Document (if applicable)

Please submit all requested documents by December 1st, 2023