



# Key Pen Parks Grant Program

## 2019 INFORMATION SHEET

### IMPORTANT DATES

Applications available:	December 5, 2018
Applications accepted starting:	January 6, 2019
Application deadline:	February 10, 2019
Awards announced:	After March Park Board meeting
Projects commence:	After award
Awards distributed:	At 50% and 100% of completion
Projects end:	Final paper work due by November 30, 2019
Final project reports due:	Within time required for final reimbursement

### WHAT ARE KEY PEN PARKS GRANTS?

The Key Pen Parks Grant Program was established in 2008 to help community groups improve park and recreation opportunities.

For 2019, there is a maximum of \$4,000 available, \$10,000 for capital improvement projects.

Applicants may request up to \$2,000.00. Final award amounts will be determined by Key Pen Parks Board of Commissioners.

The types of projects supported by Key Pen Parks Grants are:

- Capital improvement projects
- Park maintenance
- Recreation programs

In order to qualify, community groups must match the District's contribution with volunteer time, in-kind donations of goods and services, and/or financial contributions.

Applications will be evaluated on:

- the quality and scope of the proposed project,
- the level of community participation in the project,
- the demonstrated need for the project,
- the nature of the 50% matching contribution, and the proposed maintenance program, if applicable,
- If applicant received a grant in the past two years.

Key Pen Parks Grants are awarded based on merit.

### WHO MAY APPLY?

Individuals, businesses, non-profit organizations, social services, school groups, fraternal and religious groups, political groups, and public agencies are eligible as applicants. Organizations are encouraged to form partnerships to plan and implement projects. One organization must be the lead applicant and have the primary role in the partnership and be responsible for the matching funds.

### WHAT KIND OF PROJECTS ARE ELIGIBLE?

To be eligible, projects must:

- take place within the boundaries of the Key Peninsula,
- have documented approval of the affected property owner,
- provide a general public benefit to the community,
- be accessible to the general public with free use and enjoyment of the project,
- have goals which can be accomplished by November 30, 2019 unless arranged with Key Pen Parks.
- not be planning projects,
- not be used to supplant group's operating budget.

Some examples of possible projects are:

**Capital improvement projects:** Playground, playground equipment, minor park improvements; landscaping or plantings, educational brochures; all of which must meet the specifications of Key Pen Parks.

**Park maintenance projects:** Trail maintenance, trash pickup, invasive plant control.

**Recreation programs:** Events, adult or youth programs. **KPMPD Board of Commission reserves final decision.**

### WHAT IS THE TYPICAL GRANT PROCESS?

- Pre-application conference (if needed)
- Submit application (**Note: one original copy and one electronic copy are required; electronic copy can be submitted by email or on disk.**)
- Applications reviewed, and grants awarded: March 2019.
- Grant project contract signed: By April 3, 2019.
- Project begins
- Partial reimbursement requested (up to 50% can be requested), reviewed, and distributed
- Project completes
- A final report must be submitted by Nov. 30, 2019.
- **Final reimbursement distributed after final report accepted**

## THE COMMUNITY MATCH

For every dollar requested from the Matching Grant Program, the applicant must identify match items that add up to equal twice (or greater) the value of the amount requested. So, if \$1,000 is requested, then at least \$2,000 must be proposed (and provided for reimbursement to be made).

Match items can be donated professional services, donated materials or supplies, volunteer labor, or cash. Some basic requirements for developing a match package can be:

- The value of the match must equal twice or exceed the amount requested from the Grant Program.
- The amount and type of match must be appropriate to the needs of the project.
- The proposed match must be expended during the life of the grant—neither prior to an award nor after the project's contract has ended.
- Assistance from District staff or funds from elsewhere in the District budget cannot be counted as a match.
- Time spent preparing the grant application or fundraising cannot be counted as a match.
- All volunteer labor is valued at \$15.00 an hour.
- Professional services, if needed for the project, are valued at the "reasonable and customary rate."
- The match must be not only pledged, but also *secured*. *Secured* means that the contribution has specifically been described and the project coordinator has signed the Match Pledged/Secured Form (attached to the application) to confirm the match commitment.
- Reimbursements will be available at 50% and 100% of project completion.

## CONTACT AT Key Pen Parks

Scott Gallacher, Executive Director (253) 884-9240, ext. 21

Laura Armstrong, Executive Assistant (253) 884-9240, ext. 20

## HOW TO APPLY

Community groups interested in participating in the Key Pen Parks Grant program must fill out and submit an application to Key Pen Parks, PO BOX 70, Lakebay, WA 98349. Applications can be emailed to [answers@keypenparks.com](mailto:answers@keypenparks.com), but the original application with signatures must be mailed or delivered.

Application forms can be obtained at the Key Pen Parks office, via the web at [www.keypenparks.com](http://www.keypenparks.com), or requested by email from [answers@keypenparks.com](mailto:answers@keypenparks.com)

### Pre-application conferences:

- May be requested (recommended) at any time during the application period, pending availability of staff.

### Applications are due:

- According to the table on page 1.

### Number of copies required:

- One original signed application and at least one electronic copy.

### Attachments required:

- As identified in application forms and questions.

Applications will be reviewed promptly, and award notices will be announced in a timely manner. Applicants should be prepared to start their projects within 90 days of receiving notification of the award.

## REIMBURSEMENT PROCEDURES

Upon awarding of the grant, Key Pen Parks and the grant recipient will enter into an agreement for services described in the application. Matching grant funds will be released to the recipient on a reimbursement basis at 50% and 100% of project completion. Funds are typically dispersed within two weeks of invoice receipt. These funds may only be used to support the activities described in your proposed work plan and budget. Significant changes in your program or budget must be approved by the District before funds are expended.

### IMPORTANT NOTES:

**The project must be completed, and a final project report submitted to Key Pen Parks by the 30<sup>th</sup> of November 2019 to receive the final 100% reimbursement. The final report must include verification of your match and volunteer labor verification as well as the accounting for each project on the proposed work plan. Organizations that fail to submit a final report will be ineligible for future grants until a final report is submitted and accepted.**

**Grant recipients are responsible for any taxes which may be owed on grant awards.**

## PROCESSING THE CONTRACT

Each grant recipient will receive two original copies of their contract from Key Pen Parks outlining the scope of work, funding, and reporting requirements under this grant program. The contract will be drafted to reflect the recipient's proposed work plan and budget included in their grant application. The contract should be reviewed by your organization and signed by the designated official representative of the organization. Each original should then be returned to the District for signature by the Executive Director. The District will send one original back to the grant recipient.

## COMPLETING THE FINAL REPORT

**The purpose of the final report:** The final report has two purposes. First, the report should document that all elements of the contract between the District and the grant recipient have been fulfilled. This documentation should include proof that District funds were used responsibly and as intended. The second purpose of the final report is to highlight the achievements realized through the grant. The District will use the information included in the final report to inform the Board of Park Commissioners, the media, and interested citizens about the grant program. The final report is also an opportunity for grant recipients to let the District know how the program might be improved.

**Final report due date:** See dates on page 1

**Number of copies required:** One original, plus one electronic

**Send final reports to:** Executive Director  
Key Pen Parks  
PO Box 70  
Lakebay, WA 98349

### Attachments required:

- additional receipts, including those documenting matching funds,
- promotional materials created during the project,
- photographs illustrating the work achieved under the grant,
- and anything else that expresses the activities and success of the project.

## ADDITIONAL QUESTIONS

### ***What happens if we fail to submit this report?***

Failure to submit the final report delays approval of final 100% reimbursement and disqualifies your organization from receiving future grant funds from the District until the report has been received and accepted by the District.

### ***What happens if the District does not accept our final report?***

Reports may not be accepted if documents are outstanding or questions are unresolved. Until documentation or acceptable responses are received and the report is accepted, your organization will be ineligible for final reimbursement or future grant funds.

### ***What happens if we get less than a 50/50 match with District funds?***

Grant funds should be matched, dollar for dollar, with donated professional services, materials, volunteer labor, and/or cash. Any grant funds awarded that does not have a documented match will not be reimbursed. The final report will not be accepted until documentation of a full match is received.

### ***What documentation is needed to verify that we have fulfilled the match requirement?***

The match should be documented using the Match Pledged/Secured Form in the application materials. The log form may be used throughout the grant period to document services rendered or materials and cash donated. The project coordinator should sign the log, and all receipts should be attached when the final report is submitted.

### ***What happens if the project takes longer than the time allowed?***

A grant applicant may request an extension from the District by communicating in writing the reasons for and expected duration of the requested extension. Final reimbursement is still dependent on acceptance of the final report.

### ***What if the project includes promotional materials?***

**NOTE: All promotional materials used, relating to the project must include references to Key Pen Parks, using the Key Pen Parks Logo. NOTE: Digital format of the logo will be provided to you by Key Pen Parks.**