

MUNICIPAL PARK AND TRAIL IMPROVEMENT GRANT APPLICATION CHECKLIST

(This sheet must be completed and returned with the Grant Application.)

Grant Application Forms

- Grant Application checklist (this form)
- Application Summary and Certification
- Financial Summary
- Responses to Grant Application Questions
- Grant Application Resolution
- Certificate of Title
- Cost Estimate Worksheet

Supporting Documentation

- Signed and attested grant contract signature page
- Site Plan, if available at time of application, or other plans illustrating the project
- Bid Documents, if available at time of application
- Copy of any deed restrictions, declarations, or easements restricting the use of the park or trail, if applicable, and a project approval letter from any entity named in that document
- For a project in an existing park, copy of any Ordinances, Rules and Regulations, and Use/Permit Forms governing the use of the park
- Copy of the Capital Improvements Program (CIP), if one has been adopted by the municipality, and/or appropriate documentation of budgeting for future recreation and open space needs (one of these two must be submitted)
- Copy of the municipal Resolution adopting the CIP or Budget (one of these two must be submitted)
- Copy of (or web link to) the adopted master site plan, if applicable
- Map showing proposed project location, the specific site, and public access points
- Map of the municipality showing all other municipal park and recreation areas within the municipality
- Photographs of current site conditions

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- For cooperative projects - copy of the Intergovernmental Cooperation Agreement
- For land-owning municipal recreation authorities - copy of the Endorsement Resolutions
- Review/Support letter from the municipal planning commission
- Review/Support letter from municipal parks/recreation/open space commission or committee
- Letters of funding commitment from all sources contributing to the project
- Copy of commitments to donate goods or services from all donors whose value is included in the required matching funds
- Other:
- Other:
- Other:
- Other: