



DISTRICT DEVELOPMENT PROGRAM

**GRANT APPLICATION
FY 2009-2010**

District Development Program

Welcome to the District Development Program! This is a wonderful opportunity for you to improve the arts, parks, and recreational opportunities available to your community. The District Development Program is a joint program sponsored by the Tuscaloosa County Commission and administered by the Tuscaloosa County Park and Recreation Authority (PARA). The success of this program is dependent upon the input of the community that it serves. This packet is designed to streamline the process of receiving grant money from the Tuscaloosa County Commission.

Following is a brief overview of the District Development Program.

- I. Your Community or Community-based Program selects projects complying with our guidelines, and then applies to the respective District Advisory Committee for acceptance. Part of this process involves the preparation of a budget that clearly shows the contributions of the community and the amount of the funding support expected from the County Commission.
- II. The District Advisory Committee reviews the application from the community and recommends accepting or rejecting the project based on its adherence with the program guidelines.
- III. The PARA Facilities Committee and Board of Directors are the next steps in the approval process. Once these two ratify the project, PARA acts as a facilitator. PARA is responsible for presenting the project to the County Commission for approval of the matching funds and for the administration of the project. The Development Planner will be on hand ensuring that the project is completed in accordance with the State of Alabama Bid laws. Purchase orders will be issued by PARA for items under \$15,000. The project manager must obtain 3 quotes for items or services under \$15,000 these quotes must be submitted to PARA in order to issue a purchase order. The Development Planner will assist by providing lists of vendors, pricing assistance and assisting in placing a monetary value on donated labor/materials. They will also handle any public bids that need to be let for items over \$15,000.00
- IV. The Tuscaloosa County Commission releases funds equivalent to a 50% match from the community. **Remind your contractors that due to the reimbursement process payment may take up to 60 days. Invoices need to be signed off by the project manager and submitted to PARA no later than the 15th of the month. All contractors that will be paid directly from PARA must provide proof of liability coverage and worker's compensation coverage.**
- V. The District Development Program runs from October 1 through August 1 of the following year. All money must be spent and project work completed by this date. **No invoices for payment will be accepted after Sept. 1**

1) Applicant			
a. Name		Start Date	
b. Organization		Completion Date	
c. Street/P.O. Box		(no later than Aug 1,2010)	
d. City			
e. County			
f. Zip Code			
g. Project Manager			
h. E-mail address			
i. Phone/Fax Number			

2) PROJECT TITLE:

3) PROJECT LOCATION:

4) PROJECT DESCRIPTION Project Description (remember, it must be located on public property, and must be accessible to the public) Describe the whole project as it will be when completed. Use extra paper if needed. If you are doing the work in phases, detail the phases on a separate sheet. Grant funding for once phase does not guarantee funding for the whole project. Each project must be completed in one year. Carryover will not be allowed. Please provide a sketch of the location of the work and plans for the project on a separate page

5) SOURCE OF PROJECT FUNDING (budget work sheet on following page)

SOURCE	TOTAL	CASH	DONATED LABOR OR EQUIPMENT (IN-Kind)
a. Grant Funds			
b. Applicant cash			
c. Applicant In Kind			
Total Project Cost			

6) SOURCE OF PROJECT SPONSOR MATCHING SHARE (must total 50% Of grant request)

a. Cash	%	d. Donated Labor & Equip	%
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7) CERTIFICATION: The applicant certifies that the data contained in the attached application is true and correct; the application has been duly authorized; and, the applicant understands that incorrect or incomplete information may cause the application to be rejected.

a. Typed Name and Title	b. Signature	c. Date

PROJECT BUDGET ESTIMATE WORKSHEET

The District Development Program provides **50/50 matching** fund grants. That is, the District Development Program will fund 50 percent of the project cost and the grant recipient must provide the other 50 percent in the form of cash, in-kind or donated contributions.

ELIGIBLE COSTS

1. Design, engineering, services
2. Direct labor
3. Rental of equipment
4. Project materials

PROJECT BUDGET

BUDGET ITEM	TOTAL	District Development	MATCHING SHARE
Construction Contracts*			
Equipment Rental			
Labor			
Signage			
Supplies/Materials			
Purchase items (playground units; basketball goals etc)*			
Engineering			
TOTAL PROJECT COST			
50/50 match required			

* All contractors paid directly by PARA must show proof of liability and worker's compensation coverage

** All items for purchase under \$15,000 must be submitted to PARA with 3 written quotes in order to issue a purchase order. All items over \$15,000 must be submitted to PARA for public bid.

(ALL PROJECTS MUST BE COMPLETED PRIOR TO AUGUST 1, 2010)

Date of Advisory Committee Approval: _____

Date of Facility Committee Approval: _____

Date of PARA Board Approval: _____

Date of County Commission Approval: _____

Project Plans

Include a diagram showing the location of your work within the public property. For example, if it is a ballfield complex, please show the approximate position of existing fields and buildings within the property then indicate the location of the new project.

If you are constructing a building or other structure, engineered drawings must be completed prior to the application and will not be eligible for reimbursement. All applicable building and construction permits must be obtained by the applicant. Please include the following:

- ❑ Floor plan of building or plan view of proposed facility
- ❑ Elevation or side views of your building
- ❑ Show pertinent dimensions on your structure/facility
- ❑ Indicate location of drains, water outlets, interior walls, electrical runs, fixture schedules, etc.
- ❑ If showing ballfield lighting, include plan view of field with location of poles, wiring runs, transformer and main panel, and fixture schedule

Your plans will be reviewed by people with construction experience, please be sure and include all information.