

SWEETWATER COUNTY SCHOOL DISTRICT #2 REC BOARD
320 Monroe Avenue
Green River, WY 82935
307-872-5500

APPLICATION FOR RECREATION PROJECT FOR AGENCIES OUTSIDE OF SWEETWATER COUNTY SCHOOL DISTRICT #2

Due date for all grant applications: March 1

- Please read the Policies and Procedures attached to this form.
- All applications must be submitted to 320 Monroe Avenue, Green River, WY 82935, In triplicate (3 copies) by 6:00 p.m. on March 1.
- Applications will not be accepted electronically or by fax.
- An incomplete application will not be considered. Although incomplete applications will be returned to applicants by U.S. Mail, SWSD#2 is not obligation to notify applicants of incomplete applications prior to the application due date.

GRANT APPLICATION ARE PROCEDURES CAN BE FOUND IN THE SWSD#2 WEBSITE (www.swcsd2.org) AND AT THE END OF THIS APPLICATION. IT IS THE APPLICANTS RESPONSIBILITY TO REVIEW THESE PRIOR TO COMPLETING THIS APPLICATION.

Please complete the following. Attach additional sheets as needed.

Name of Club/Organization: _____

Address of Club/Organization: _____

City/State/Zip: _____

Phone Number: _____ E-mail address: _____

Federal Tax Identification Number or Social Security Number: _____

All non-district organizations must supply a tax ID number. Please see attached notice.

Name of primary contact or sponsor: _____

Phone number & e-mail address if different from above: _____

Please check all that apply:

- Public Agency Private non-profit agency
 Private for profit agency School club; Name of School _____

NAME OF PROJECT: _____

Has this project been funded by SWSD#2 Rec Board in the past? Yes _____ No _____

What is the total dollar amount request from SWSD#2 Rec Board for this project? \$ _____

- 1) Describe your club/organization by answering the following:
 - a) What is the purpose of your club/organization?

 - b) When are the club's/organization's regularly scheduled meeting dates and times (e.g. weekly on Thursday at 4 p.m., or the third Thursday of every month?

 - c) If you do not meet regularly, how often and when do you plan to implement your project?

- d) How many members are involved with your club/organization? _____
 - e) What age group does your club/organization involve? _____
 - f) How many officials/sponsors are involved with your club/organization? _____
 - g) What is the sponsor-to-member ratio? _____
 - h) What is the name and title of the adult primarily responsible for the club/organization? _____
- 2) What is the primary purpose of your project and how does it support the purpose of the SWSD#2 Rec Board, which is to “support programs to increase community participation in a variety of recreational endeavors which are available to the public as well as maintain quality facilities which are used by all stakeholders”?
- a) Specify what recreational opportunities will be provided to the public through your project.
- 3) Why should this project be funded?
- 4) Describe **in detail** what activities will be involved in your project and how those activities relate to the purpose of your project.
- 5) Please list any websites that pertain to this club, organization or project.
- 6) What are the beginning and ending dates of your project? *(Please refer to the funding availability dates to make sure your project does not incur expenses before funding would be available)*
- 7) Please list **in detail** any equipment or supplies that will be needed to implement/run the project, and the estimated costs. Please be specific (e.g. “basketballs at \$20 each for a total of \$120” is acceptable, whereas “balls - \$120” is not acceptable) You may attach a separate list if necessary
- 8) If your application could potentially impact structures or grounds of the Sweetwater County School District #2, including electrical, plumbing and HVAC, you must attach a copy of the SWSD#2 Maintenance Department’s **completed and signed** work order request for an impact evaluation of the project. Applications will not be considered without this documentation, and will be returned.
- 9) Please list **in detail** any travel expenses the project will require. Please include departure and return dates, destination(s), modes of transportation, number of participants (adults and minors) traveling, and any other pertinent information.

- 10) Describe how you will advertise, promote and/or notify the public about your program to insure the public is aware of the recreational opportunity.
- 11) What kind of training, if any, will be required to implement/run the project?
- 12) What is the name, title and relationship to the club/organization of the person responsible for implementing and maintaining the project?
- 13) Describe other financial contributions, in-kind, case or matching funds, which have been or will be made toward this project if any?
- 14) Is this a one-time request or will future funding be needed to continue this project?
- 15) If the project will extend past the grant period, what are the club's/organization's plan for sustaining the project?

Attach a detailed projected budget for your project or organization, itemizing all expenses. You may use the attached form, or develop any format that you think explains the project's budget. Additionally, if you are reapplying, you must attach a final report or status report. A template can be found on the SWSD#2 website (www.swcsd2.org)

By signing this application I acknowledge that I have read and will comply with all policies and procedures of the Sweetwater County School District #2 Rec Board.

Dated: _____

Signature of Grant Applicant

Signature of Building Principal/Supervisor
(Only if application is being submitted by SWSD#2 employee)

Note: SWSD#2 Rec Board funds are available because of a recreation mill levy in the county. This is made possible by an act of the legislature and action taken by the SWSD#2 Board of Trustees. These funds can be used only for community public recreation purposes. For additional information call 307-872-5500

SWSD#2 Rec Board does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion or belief.

OFFICE USE ONLY:		
<input type="checkbox"/> Approved	Date Approved _____	Ending Date of Grant _____
<input type="checkbox"/> Denied	Reason _____	
Signed (Rec Board Chair or designee) _____		

SWEETWATER COUNTY SCHOOL DISTRICT #2 REC BOARD
Budget Form

Agency		EXPENSES	AMOUNT
		Staff Salaries (employee of agency) _____ hrs x \$ _____/hour x _____ employees	\$
		Staff Benefits (25.13%)	\$
Program		Contracted Services (Student helpers, professional services, bookkeeping, etc)	\$
REVENUE	AMOUNT	Repairs & Maintenance	\$
		<u>Rental</u> _____	\$
		<u>Postage</u> _____	\$
Funds requested from SWSD#2 Rec Board	\$	Telephone	\$
Fees being charged participants	\$	Advertising	\$
In-Kind Contributions	\$	Printing	\$
Donations	\$	Supplies	\$
Other Grants	\$	Equipment & Machinery (<i>provide detailed list</i>)	\$
Other Cash/Funds	\$	Dues & Fees	\$
Other Revenues: (<i>please describe</i>)		Other Expenses (<i>please describe</i>)	
	\$		\$
TOTAL REVENUE FUNDS	\$	TOTAL EXPENSES	\$

*Reminder: When completing a budget, the revenues and expenses **must** balance*

Date:	Completed by
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Additional Comments:

Note: This is a sample budget page. You may develop any format that you think explains your program.

END OF APPLICATION

THIS DOCUMENT FOR INFORMATION ONLY – DO NOT INCLUDE WITH APPLICATION

SWEETWATER COUNTY SCHOOL DISTRICT #2 REC BOARD

Purpose: Support programs to increase community participation in a variety of recreational endeavors which are available to the public.

GRANT GUIDELINES

1. Grants will not be considered for academic programs. All projects must be recreational in nature.
2. All activities/programs are to be available to the residents of Sweetwater County, as appropriate for children or adults, and are to be advertised appropriately.
3. Private and public agencies may be funded once per twelve-month period.
4. Private agencies will be limited to grant awards not greater than \$5,000 per twelve-month period. Additionally, private agencies successfully receiving awards will be required to sit out one year from the close of the award, prior to reapplying for additional funding.
5. Non-district organizations are defined as those with federal tax identification numbers. Non-district organizations will be required to include their federal tax identification number on the application in order to qualify for funding.
6. Equipment necessary to initiate or enhance a program will be considered. Applications must justify expenditures for equipment.
7. All grant applications which could potentially impact structures or grounds of the Sweetwater County School District #2, including electrical, plumbing and HVAC, must be reviewed by the SWSD#2 Maintenance Department prior to submitting the application. A copy of the SWSD#2 Maintenance completed work order requesting an impact evaluation of the project must be included with the application. Applications will not be considered without this documentation, and will be returned.
8. Final reports are required for all completed projects. Final reports are required to maintain eligibility for future funding. A final report would consist of an expenditure report as well as a narrative of the project's successes and challenges.
9. If a project has not been completed by the end of the funding cycle, a status report is to be submitted; however, the Board expects the funds will be used within the funding period for which they are granted.
10. Travel expenses for other activities (e.g. snowboarding trips, museum visits) will be limited to event registration, transportation, lodging and meals.
11. Prior to making any changes in the grant expenditures previously approved, an amended budget with explanations for the changes must be submitted. Amendments are subject to approval by the SWSD#2 Rec Board.

The following additional policies and procedures pertain to grants which are monitored by the Sweetwater County School District #2:

12. Sweetwater School District #2 Rec Board requests should be initiated with the district's Activities' Director. The AD will present requests at Recreation Board Meetings.
13. Only those hours which are outside the Non-SWSD#2 Rec Board employee's regular work day and are beyond the scope of their regular duties may be claimed and paid by SWSD#2 Rec Board funds.
14. Expenses only will be covered for sponsors taking clubs on out of town trips.
15. SWSD#2 Rec Board grants which are monitored by SWSD#2 must adhere to all school district purchasing procedures.

NOTICE TO NON-PUBLIC ENTITIES OR INDIVIDUALS APPLYING FOR SWSD#2 REC BOARD FUNDS

The application for SWSD#2 Rec Board funds requires that you identify the tax status of your organization and provide a tax identification number or social security number. The number is for reporting by the SWSD#2 Rec Board for IRS income tax purposes.

You should be advised that if your organization is not a non-profit organization with tax exempt status approved by the Internal Revenue Service there may be income tax consequences to your receipt of the SWSD#2 Rec Board funds. A Wyoming non-profit corporation is not tax exempt for IRS income tax purposes unless the corporation's exempt status has been approved by the IRS.

You should consult with a CPA/accountant or an attorney to determine your tax/legal status.

Application FAQs

Q: How do we know if our funding request has been approved?

A: A letter will be sent out by the SW#2 business office indicating whether the grant request was approved or not.

Q: How long do we have to spend the grant money once it is approved?

A: Awards must be spent within the fiscal year of approval. The letter from the business office will indicate a date by which funds must be expended (typically June 30). Beyond that date, any balance will be unavailable to the grantee.

Q: How are funds distributed?

A: Grants are approved by the Rec Board. Purchases and services indicated in the submitted proposal will be paid or reimbursed by the SW#2 business office. When purchases are made or services are complete, accurate receipts must be submitted to the grant manager and reimbursement will be processed. Work closely with the business office and grant manager on the process.

Q: What if our plans change for the use of the grant money?

A: The Rec Board approves grants based on needs indicated in the grant proposal. If an organization's priorities change, an amendment to the grant must be submitted and approved BEFORE purchases are made and reimbursed for needs that do not fit the original proposal. Payment or reimbursement will not be made for purchases that do not meet the original proposal unless a formal amendment is submitted and approved.

Q: How do I submit an amendment to the original grant request?

A: Amendment to grant requests should be submitted to the grant manager (Nancy Core) and a letter from the business department will be sent indicating if the amendment has been approved. Reimbursements for purchases or services will not be made if they took place prior to amendment approval.

Updated 12-13-2016

Updated 10/3/2016 jc