

# THIS DOCUMENT FOR INFORMATION ONLY – DO NOT INCLUDE WITH APPLICATION

## CAMPBELL COUNTY COMMUNITY PUBLIC RECREATION DISTRICT

*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 Campbell 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.
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 Campbell County School District, including electrical, plumbing and HVAC, must be reviewed by the CCSD Maintenance Department **prior** to submitting the application. A copy of a CCSD 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/status report form is available on the CCCPRD website.)
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 that funds will be used within the funding period for which they were granted.
10. Camps or workshops presented by out-of-district presenters or requiring travel outside Campbell County will be funded at \$100 per participant.
11. Travel expenses for other activities (e.g. snowboarding trips, museum visits) will be limited to event registration, transportation, lodging and meals.
12. Travel expenses of \$100 per person will be allowed for a limited number of chaperones as approved through the grant application process. Chaperones should be justified within the application and must be at least 21 years old.
13. The CCCPRD Board recommends that a wage of not more than \$20 per hour is an appropriate amount to be paid for projects supported by CCCPRD funding. 1 planning hour can be paid for every 4 hours of the program. Minimum attendance of 4 participants is required for payment of salary.
14. 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 CCCPRD Board.

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

15. The CCCPRD Board has determined that wages up to \$20 per hour is an appropriate amount to be paid sponsors for projects supported by CCCPRD funding within the school district.
16. Only those hours which are outside the non-CCCPRD employee's regular work day and are beyond the scope of their regular duties may be claimed and paid by CCCPRD funds.
17. CCSD employees participating in CCCPRD funded projects will clock in/out using their Rec Mill job code. If the employee is unable to clock in/out because the project is being held off campus, the employee will have to have their hours entered manually by the building secretary.
18. Expenses only will be covered for sponsors taking clubs on out of town trips.
19. Anyone helping with or presenting to a CCCPRD funded project who is not a CCSD employee will need to complete the Individual Service Agreement & Invoice form and a Form W9 in order to be paid. The Invoice will need to be signed by the service provider and a district administrator prior to being turned in to CCCPRD staff for payment.
20. Staff development conference expenses will not be funded by CCCPRD, unless the sponsor has opted to attend a staff development conference in lieu of wages being paid. Intent of this must be included and noted in the budget at the time the application is submitted and must be pre-approved by CCCPRD staff. Conference costs may not exceed comparable amounts that would be paid in wages.
21. CCCPRD grants which are monitored by CCSD must adhere to all school district purchasing procedures.

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**NOTICE TO NON-PUBLIC ENTITIES OR INDIVIDUALS APPLYING FOR CCCPRD FUNDS**

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The application for CCCPRD 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 CCCPRD 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 CCCPRD 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.