



Application for Recreation Project

Due April 1 for 12-month funding period (July 1 – June 30); funds available in July
Due November 1 for 18-month funding period (January 1 – June 30); funds available in January

- Please read the Policies and Procedures attached to this form.
- All applications must be submitted to 1000 W 8th St, P.O. Box 3033, Gillette, WY 82718
- Applications will not be accepted electronically or by fax
- Applications must be signed by a building supervisor or principal.
- An incomplete application will not be considered. Although incomplete applications will be returned to applicants by U.S Mail, CCCPRD is not obligated to notify applicants of incomplete applications prior to the application due date.

GRANT POLICIES AND PROCEDURES CAN BE FOUND ON THE CCCPRD WEBSITE (cccprd.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/School/Organization: _____

Address: _____

Phone: _____ E-Mail address: _____

Federal Tax I.D. or Social Security Number: _____

All non-district organizations must supply a tax ID number.

Name of primary contact or sponsor: _____

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

Please check all that apply:

- Public Agency Private Non-Profit Agency
 Private for Profit Agency School Club

NAME OF PROJECT: _____

What is the total dollar amount requested from CCCPRD for this project? _____

Has this project been funded by CCCPRD in the past? Yes No

1.) Describe your project by answering the following:

a.) What is the purpose of your project?

b.) When are meeting dates and times? _____

- c.) How many students/community members do you hope to serve with your project? _____
- d.) What age group will you serve with your project? _____
- e.) How many officials/sponsors are in charge of your project? _____
- f.) What is the ratio of sponsor to member? _____

2.) The mission of CCCPRD is to support programs to increase community participation in a variety of recreational endeavors available to the public. Explain how your project supports this mission by answering the following:

- a.) Specify what recreational opportunities will be provided to the public through your project.

3.) Describe **in detail** what activities will be involved in your project.

4.) Please list any websites affiliated with this club, organization or project. _____

5.) 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)

6.) Please list in detail any equipment or supplies that will be needed to implement the project and the estimated costs. Please be specific (e.g. "6 basketballs @ \$20 each"). You may attach a separate list if necessary.

7.) If your project could potentially impact structures or grounds of CCSD, including electrical, plumbing and HVAC, you must attach a signed copy of the CCSD Maintenance Department's work order request for impact evaluation. Applications will not be considered without this documentation.

8.) Please list any travel expenses the project will require. Please include departure and return dates, destination(s), mode of transportation, number of participants (adults and minors) traveling, and any other pertinent information.

9.) Please list how you will advertise, promote and/or notify the public about your program to insure the public is aware of the recreational opportunity.

10.)What kind of training, if any, will be required to implement the project?

11.)What is the name, title and relationship to the club/organization of the person responsible for implementing and maintaining the project?

12.) Describe other financial contributions, in-kind or matching funds, which have been or will be made to this project if any. _____

13.) Is this a one-time request or will future funding be needed to continue this project?

14.) If this project will extend past the grant period, what are the club/organization's plan for sustaining the project?

Attach a detailed budget for your project or organization, itemizing all expenses. You may use the attached form or provide any format that explains your project's budget. Additionally, if you are reapplying, you must attach a final report. (Found at cccprd.org)

By signing this application, I acknowledge that I have read and will comply with all policies and procedures of the Campbell County Community Public Recreation District.

Date _____

Signature of Grant Applicant

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

Note: CCCPRD 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 CCSD Board of Trustees. These funds can be used only for community public recreation purposes. For additional information call 307-682-5171, Ext. 4543

CCCPRD does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion or belief.

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.

Campbell County Community Public Recreation District (CCPRD)

Budget Form

Agency		EXPENSES	AMOUNT
		Staff Salaries (employees of agency) _____ Hrs. x \$_____/hour x ____ employees	\$
		Staff Benefits (23.74%)	\$
Program:		Contracted Services (Student helpers, professional services, bookkeeping, etc.)	\$
REVENUE	AMOUNT	Repairs & Maintenance	\$
(Please list all monies available to this project/agency)		Rental	\$
		Postage	\$
Funds requested from CCPRD	\$	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 Revenue: <i>(Please describe)</i>	\$	Other Expenses <i>(Please describe)</i>	\$
TOTAL REVENUE/FUNDS	\$	TOTAL EXPENSES	\$
<i>Reminder: When completing a budget, the revenues and expenses must balance</i>			
Date:		Completed by:	

Additional Comments:

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