

**HIGHLANDS COUNTY
Recreation & Parks Advisory Committee
Funding Request Application Form**

Please Complete this form in its entirety.

If a question does not apply, please indicate so by N/A (not applicable)

Date of request: _____
Name of Organization _____
Street Address _____ City _____ Zip _____
Organization Representative _____
Work Phone _____ Home Phone _____ E-Mail _____
Purpose of Organization _____

Is the organization designated as a 501(c)(3)? _____
Purpose for Request _____

\$ _____ \$ _____ 20__-20__
Total cost of project Amount requested of county County fiscal year from which funds
are requested

Deadline for approval/disapproval of request: (month/year) _____

Other sources of funding and amounts:

What geographic area will the project serve? _____

What age group will the project serve _____

If the project requires long-term maintenance, how will that be funded?

Who owns the property this project will be constructed on? _____

When did the municipality give approval for this project? _____

Has the organization ever received county funds before? _____ When? _____

For what purpose? _____

Amount previous granted: \$ _____

Requests are reviewed quarterly and must be submitted to Vicki Pontius, Parks & Rec. Director at least 4 weeks prior to review dates: Jan 15, April 15, July 15, October 15

(NOTE: FRDAP grants usually have a submission deadline of October)

Further information will be requested before project is considered for recommendation

**THIS COMMITTEE DOES NOT HAVE THE AUTHORITY TO OBLIATE FUNDS.
THIS COMMITTEE MAKES RECOMMENDATIONS TO THE
HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS**

FUNDING REQUEST DOCUMENTATION

Please submit with you funding request application the following information. Attach additional sheets if necessary.

- 1) Site plan including the boundary of the property and approximate location of each amenity.
- 2) Cost sheet detailing the estimated cost of each element, (attach cost estimates and analysis from contractors or indicate costs of in-house labor forces)
- 3) Cost for any required permitting or letters of exemption from environmental agencies, (if applicable)
- 4) Annual operating and maintenance costs if you will be requesting percentage of reimbursement from Highlands County.
- 5) List any future plans for the subject property.

This information is due in the Highlands County Parks and Recreation office with the **Funding Request Application Form** on the following dates:

December 15, March 15, June 15, and September 15