

**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: \_\_\_\_\_

Applicant: *(Project must be located on parcel owned by municipality)*

\_\_\_\_\_

Park Name / Address of Project: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Representative Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

\_\_\_\_\_

Is the Organization designated as a 501(c)(3)? \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

**Total Cost of Project**

\$ \_\_\_\_\_

**Amount of Requested of County**

Other sources of funding and amounts: \_\_\_\_\_

\_\_\_\_\_

What geographic area will the project serve? \_\_\_\_\_

What age group(s) 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? \_\_\_\_\_

*(Please supply letter of support for this project from agency owning property.)*

Funding Requests must be submitted to the Parks and Recreation Director, in writing, using the provided Funding Request Application Form, at least two weeks prior to the regularly scheduled RPAC meeting. These timely Funding Requests shall be presented with supporting information and/or documentation at the next regularly scheduled RPAC meeting. To enable sufficient examination of the issue, recommendation of Funding Requests to the Board of County Commissioners will not be voted on until the following (second) regularly scheduled RPAC meeting. However, approval/disapproval of the Funding Requests may be voted on by a quorum of RPAC members following the initial presentation if there is a unanimous vote of approval and the project must be expedited. This action will be considered on an individual basis.

**ATTENTION: THIS COMMITTEE DOES NOT HAVE THE AUTHORITY TO OBLIGATE FUNDS.**

**THIS COMMITTEE MAKES RECOMMENDATIONS TO THE HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS**

**FUNDING REQUEST DOCUMENTATION**

Please submit with your 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 via interlocal agreement through city.
- 5) List any future plans for the subject property.

Revised 11-12-09