

PARK COUNTY GOVERNMENT
501 MAIN STREET
P.O. Box 1373
FAIRPLAY, COLORADO 80440

M E M O R A N D U M

TO: Conservation Trust (Lottery) Fund (CTF) Applicants
FROM: Park County Commissioners' Office
SUBJECT: CTF applications

Park County will be accepting applications for the year 2017 disbursement of its Conservation Trust Funds. In order for your application to be reviewed by the committee, *your completed application must be received in our office no later than December 19, 2016 by 5:00pm (postmark date is not acceptable).*

Applications received after this date/time will not be considered.

Applications may be mailed to The Park County Commissioners at P.O. Box 1373, Fairplay, Co. 80440 or delivered to Administration, 501 Main Street, Fairplay, CO 80440. **(FAXES are not ACCEPTED.)**

The Park County Conservation Trust Fund Board will meet no later than January 16, 2017 to consider all applications that have been submitted.

Following is a timeline for the application process:

November 14, 2016 - Applications are available on the Park County Website, <http://www.parkco.us/DocumentCenter/View/413>

December 19, 2016 at 5:00pm - Deadline for completed applications **(postmarks are not acceptable).**

January 16, 2017 - The Trust Fund Board will review all applications received by the deadline.

February 16, 2017 - Trust Fund Board and/or board chair will meet to make recommendations to the BOCC based on the score of each application and the funds available for the year. The BOCC will review these recommendations and make allocations from the fund.

Upon notification of award – The successful applicants will sign a Memorandum of Understanding (MOU) with the County and the funds will be available. Each entity will have until December 31, 2017 in which to use these funds.

Successful applicants will be required to submit financial accountability forms to the Budget Office, throughout the year. A final financial report will be required no later than 30 days after the completion of the project.

Park County Conservation Trust Fund Application

Purpose:

The Conservation Trust Fund is comprised of proceeds from the Colorado Lottery, a share of which is distributed annually to each of the 64 counties in Colorado. The use of these funds is legally restricted to the following activities **PLEASE SEE CODE SHEET.**

1. Acquisition, development and maintenance of conservation sites in Park County (open space, conservation easements, historic sites, natural areas, habitat); or
2. Capital improvements or maintenance for recreation purposes on any public site (parks, trails, sports facilities, aquatic recreation areas, arenas, community centers).

Eligibility:

Only COMPLETE applications will be considered for funding for a Park County Conservation Trust Fund grant. **TO BE CONSIDERED COMPLETE**, applicants must:

- **SUBMIT THREE COMPLETE APPLICATIONS (Faxes will not be accepted.)**
- Submit application by the published deadline, postmarks are not acceptable;
- Submit with the application, documentation of the organizations not-for-profit status. Acceptable proof is either a copy of your I.R.S. 501c3 Certificate or a Certificate of Exemption for Sales and Use Tax from the Colorado Department of Revenue;
- Complete and sign the attached application form and budget table;
- Applicants **MUST** provide a minimum of ten percent (10%) cash match of the cash total as outlined in Item #8 of the application. A cash match of greater than 10% will result in a higher overall score. Cash matches may include U.S. currency, professional (contract) services, and purchase of equipment or materials having a cash value. Cash matches do not include volunteer time, travel or administrative expenses. The latter are considered in-kind support and will be scored separately from the required 10% cash match.
- All information must be typed in the space provided on the attached forms;
- Incomplete or illegible applications will not be considered for funding;
- Applications received after the published deadline will not be considered;
- All application forms must be signed and dated by the individual responsible for the completion of the project; and
- Applications selected for funding shall be considered a legal contract between the applicant and Park County, and are therefore subject to a financial audit and on-site project inspections.

Awards:

All applications will be considered for funding, as long as the published criteria are met. However, priority will be given to applications in which: (a) the trust funds will be used as “seed” money to leverage larger grants from other organizations, (b) the trust funds will be used for acquisition, development and capital improvement projects and (c) groups which are self sustaining. The award of Conservation Trust Fund grants in Park County is the responsibility of the Board of County Commissioners. The amount and number of grant awards varies from year to year, depending on the total funding pool and the number of applicants. Typically, in past years individual awards range from \$ 1,000 to \$ 25,000 in any given year. Please keep in mind Park County receives a limited amount of funds available for distribution. When the Board of Commissioners award the funds, an “award letter” will be issued to the organization identifying the amount of funds received and the length of time the award will be held in the organization name. The award will be good through the end of the calendar year. If an extension is needed beyond the end of the year, that request must be made in writing, and filed with an interim report by December 15th of each year. To receive future funding for a grant request, a final report must be turned in no later than 30 days following the completion of the project.

Criteria:

Program policies and funding recommendations are based on the following criteria:

<u>Criteria</u>	<u>Points Possible</u>
Demonstrated need for the project	20
Degree to which the project is accessible to the general public	20
Matching cash funds greater than the required 10% amount	20
Demonstrated community support for the project	20
In-kind services provided by the applicant organization or project supporters	15
Complete and intelligible application, budget and supporting documentation	<u>5</u>
TOTAL	100

**Park County Conservation Trust Fund
Grant Application**

According to Colorado Statutes, Conservation Trust Funds may be used only for the acquisition, development, improvement and/or maintenance of conservation sites and recreation facilities. Projects funded by Park County must be available to the public. *Please limit all information to the spaces provided:*

1. Applicant information:

Organization name:

Contact person:

Organization address:

Contact address:

Organization phone #:

Contact phone #:

2. Project Title:

3. Applicable project code number(s), which apply (see attached):

4. Brief description of the project (scope and nature):

5. What is the name of the public entity that owns or will own the asset in this project? _____

6. Need for the project (justification of request):

7. Accessibility to the public (provisions for the disabled, location, hours, etc.):

8. Demonstrated community support **(please attach letters of support):**

9. Financial information: **(dollar amounts only)**

Park County Conservation Trust Fund Grant request	\$ _____
Applicant cash match (must be at least 10% of cash total)	\$ _____
Cash total (grant request plus applicant cash match)	\$ _____
Value of in-kind services (provide documentation)	\$ _____
Project total (should agree with following table)	\$ _____

I, the undersigned, certify that: 1) I have been authorized by the organization named in this application to administer the Conservation Trust Fund Grant, if awarded; 2) All information contained in this application is true and accurate; 3) A final report will be prepared and submitted to Park County within 30 days of the finish date stated above for the project described herein; and 4) All required reporting forms will be furnished in a timely manner to be considered for future funding.

Contact Person (typed or printed)

Date Submitted

Contact Person (signature)

Representing (Applicant Organization)

10. Project Budget (Be Specific):

Project Start Date: _____ Project Finish Date: _____

A. INCOME:

Sources of Project Income	Date Available (Month/yr)	Trust Fund Request	Applicant Cash	Applicant In-Kind	Total Income
1) Conservation Trust Fund	2017		X	X	
2) Applicant Cash (Be Specific)		X		X	
		X		X	
		X		X	
		X		X	
3) Applicant In-Kind (Be Specific)		X	X		
		X	X		
		X	X		
		X	X		
		X	X		
4) Total Project Income	X				

B. EXPENSES:

Description	Dates To Be Expended	Trust Fund Grant	Applicant Cash	Applicant In-Kind	Total Expenses
Volunteer Labor		X	X		
Professional Services					
Equipment					
Property Acquisition					
Materials Purchase (Be Specific)					
Travel		X			
Office Supplies		X			
Phone		X			
Postage		X			
Maintenance					
Other (Be Specific)					
Total Expenses					



C. **BUDGET NARRATIVE: Justify** each Conservation Trust Fund expense in relation to your project budget. Do not repeat information provided elsewhere:

1) Consultant/Professional Services (please attach bid sheets):

2) Volunteer Labor (Attach Commitment Letters)

3) Equipment:

4) Property Acquisition:

5) Materials:

6) Maintenance:

7) Other:

8) Total Matching Funding: Explain How Project Costs Will Be Supported With Matching Funds:

Codes: In order for an expenditure to be eligible for CTF funding, it must fall into one of the following categories. There are definitions and examples of eligible projects below.

New Conservation Sites

110 Acquisition
120 Development
130 Maintenance

Public Sites (*recreational purposes only*)

210 Capital Improvements
220 Maintenance

Television Translator Facility

310 Acquisition
320 Operation
330 Maintenance

if your expenditure does not fit into one of these categories, please write "other" in the Project Code box.
(Page 3, column a)

Definitions as stated in CTF Rules:

"New conservation sites" means interests in land and water, acquired after establishment of a conservation trust fund, for park or recreation purposes, for all types of open space, including but not limited to floodplains, greenbelts, agricultural lands, or scenic areas, or for any scientific, historic, scenic, recreational, aesthetic, or similar purposes.

"Interests in land and water" means any and all rights and interests in land or water, or both, including fee interests and less than full fee interests such as future interests, developmental rights, easements, covenants, and contractual rights. Every interest in land or water may be in perpetuity or for a fixed term and shall be deemed to run with the land or water to which it pertains for the benefit of the citizens of this state.

"Capital improvements" means the acquisition or improvement of fixed assets.

"Fixed assets" means land, buildings, equipment and improvements other than buildings that the recipient uses to provide Conservation Trust Fund-allowable expenditures, including costs of construction, renovation, demolition, rehabilitation, deferred maintenance, improvements, equipment and furnishings. Fixed assets are determined to be those with an original cost of \$500.00 or more, or with a useful life of one year or more.

"Maintenance" means keeping Conservation Trust Fund-eligible assets in an original or existing state of repair or of preserving them from failure or decline.

Eligible Project Examples for New Conservation Sites and Public Sites for Recreational Use:

Athletic Field/Court & capital equipment	Motor Vehicles (for maintenance or recreational purposes)
Buildings, Shelters & Recreational Facilities	Parks, Lakes, Open Space, Paths & Trails
Campground, Fairground & Picnic Area Furnishings	Playground maintenance & equipment (only capital)
Compliance with ADA (be specific)	Restroom/Drinking Fountain (development & maintenance)
Fences/Fencing, Paving & Parking	Salaries (Maintenance Personnel)
Golf Course, Library Building, Swimming Pool or Zoo	Skateboard Facility Equipment (only capital)
Landscaping (including plants, sod, soil & tree purchases)	Skating Rinks & Ponds
Lighting maintenance & capital purchases	Sprinkler System or Irrigation

Non-eligible Projects:

- 1) Operating expenditures, including salaries, except those operating expenditures, including salaries, that are considered to be for maintenance purposes.
- 2) Expenditures for activities such as athletic teams, fireworks, recreational programs, and public associations or clubs.

For other questions you may check the question and answer section on the Dept. of Local Affairs web site: <http://www.dola.state.co.us/LGS/FA/CTF/CTF-FAQ.htm>