



# ST. CLAIR COUNTY PARKS GRANT COMMISSION



10 Public Square • Room B561 • Belleville, Illinois 62220-1623

MARK KERN  
COUNTY BOARD CHAIRMAN

(618) 277-6600  
FAX: 825-2740

## COMMISSION MEMBERS

Herbert Simmons, Chairman  
Tom Schag, Vice- Chairman  
Jerry Albrecht  
Richard Battas  
Irma Golliday  
Mike Todd

July 19, 2022

Dear Park Representative:

The St. Clair County Parks Grant Commission is pleased to announce Funding Cycle 28. Funding for this cycle will be limited to \$30,000 grant awards. It is our continued goal to provide every eligible community in the County with grant funds.

This is a general funding cycle. Grant applications must meet one but preferably more of the following criteria:

- Increase park safety
- Provide neighborhood and community trails and enhance access for public areas for the disabled
- Improve, restore, or expand local parks
- Fill a documented recreational need for the community and surrounding area
- Matching funds on hand
- Application meets the standards

Engineering fees can be no more than 5% of the funds granted to the community.

Applications submitted must be accompanied by two (2) competitive bids for the project.

**"Verification of Property Ownership (Attachment B)" will NOT be required if this information has been submitted with previous grant applications.**

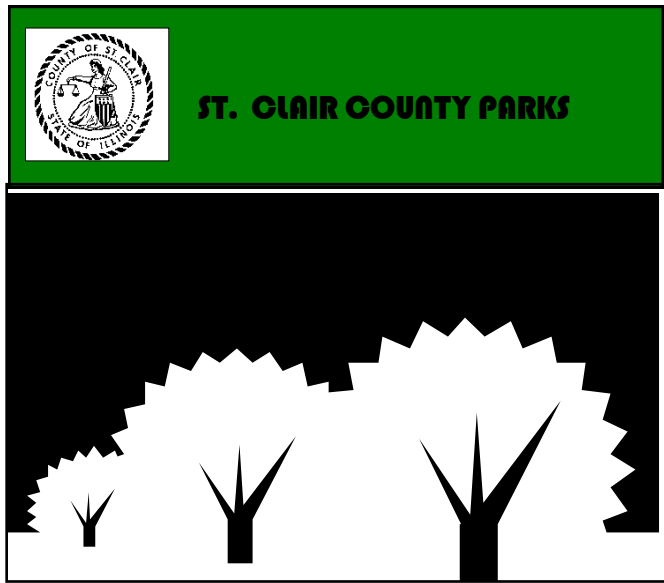
**AGENCIES WITH OUTSTANDING GRANTS WILL NOT BE ELIGIBLE.**

Please do not submit more than one application for your respective community. The grant application is also available on the St. Clair County website: [www.co.st-clair.il.us](http://www.co.st-clair.il.us)

All applications must be submitted by 3:00 p.m., Monday, August 22, 2022 to:

St. Clair County Board Office  
SCC Parks Grant Commission  
c/o Samantha Gruberman  
10 Public Square  
Belleville, IL 62220

Please direct questions to Samantha Gruberman, 618-825-2204 or email [samantha.gruberman@co.st-clair.il.us](mailto:samantha.gruberman@co.st-clair.il.us).



ST. CLAIR COUNTY PARKS GRANT

# APPLICATION





## St. Clair County Parks Grant GUIDELINES AND APPLICATION INSTRUCTIONS

### Applications are invited for St. Clair County Parks Grant Funding

*St. Clair County Parks Grant* offers funding to support units of local government, park districts, and municipal park and recreation departments. Funds must be used for park and recreation purposes.

*St. Clair County Parks Grant* offers funding from the St. Clair County Parks Grant Commission, which was established pursuant to the Metro East Park and Recreation District Act (70ILCS 1605). Grants will be awarded through a competitive process and although not required, favorable consideration is given if matching funds are available for the project.

The grant must be expended during the grant period (1 to 1-1/2 years). The minimum grant request amount will be determined by the St. Clair County Parks Grant Commission and may vary from cycle to cycle. The St. Clair County Parks Grant Commission may, at its discretion, award less than the minimum grant request.

Eligible activities, selection criteria, administrative and funding requirements, and application submission instructions follow. Applicants should review the selection criteria and evaluation criteria carefully, along with the guidelines and application instructions in detail before completing the application

#### **WHO MAY APPLY** (*Only governmental entities in St. Clair County, IL*)

- Cities
- Villages
- Park Districts
- Park Departments
- Township Parks Districts

#### **WHAT IS FUNDED**

*St. Clair County Parks* grants must fit one or more of the following categories listed below. Applicants are encouraged to execute projects that promote and preserve the community's park and recreation resources.

- Park Safety
- Neighborhood/community trails
- Enhance access for public areas for the disabled
- Improvement, restoration, or expansion of local parks
- Documented recreational needs for the community

#### **WHAT IS NOT FUNDED**

Some examples of what the *St. Clair County Parks* grant program does not fund:

- Programs or projects located outside St. Clair County
- Memberships
- Dues
- Acquisitions of property
- Long-term maintenance
- Cash reserves, endowments, or revolving funds.
- Fund-raising costs.
- Work performed prior to contract effective date.
- Work performed after contract end date.
- Miscellaneous costs such as contingencies, reserves, food, and overhead.

## ADMINISTRATIVE AND FUNDING REQUIREMENTS

- The non-St. Clair County Grant Commission funds can be cash, donated services, or use of equipment and must be expended during the St. Clair County Parks Grant Commission approved beginning and end dates, not before or after.
- The grant period is generally 1 to 1-1/2 years and is specified in the grant agreement.
- Grantees may not charge costs for time and/or materials not directly related to performing project work.
- Volunteer time may be used as non-St. Clair County Grant Commission match. Time should be valued at the rate per hour that the task being performed would cost in the local competitive market. Simple labor tasks should be valued at minimum wage, professional or specialized labor at the local competitive rate. Documentation of volunteer hours must be maintained by the grantee for audit purposes.
- Existing grants must be completed before funds can be disbursed for subsequent grant awards, unless approved by the St. Clair County Parks Grant Commission or the Executive Assistant/Parks Coordinator.

## AUTHORIZED SIGNATURE

The authorizing official for the applicant must sign the original application. **St. Clair County Parks grant funds must be made payable to the Grantee, unless otherwise directed. Grantee may request, in writing, that payment be made directly to vendor.** Therefore, the authorized signature must be either that of the chief executive officer of the town, city, mayor of the town or city,

## GRANT AMOUNTS

Grant amounts are determined by the St. Clair County Parks Grant Commission. The commission may, at its discretion, award less than the grant request.

## SELECTION PROCESS

The St. Clair County Parks Grant Commission will review applications, select successful applicants, and make funding recommendations to the Property and Recreation Committee. The Property and Recreation Committee will forward selections to the St. Clair County Board for approval. Awards will be announced after approval by the St. Clair County Board.

## EVALUATION AND SELECTION CRITERIA

The application must address one or more of the following criteria:

1. Describe how Park Safety will be increased
2. Describe how project improves, restores, or expands local parks
3. Describe the neighborhood/community trail and how it benefits the community
4. Describe how community will provide enhanced access for public areas for the disabled
5. Describe how the community will improve, restore, or expand local parks
6. Describe how the project fills a documented need for the community
7. Does the application meet the standards (*Determined by the reviewer's*)

The application **must address** each of the following criteria:

8. **Project Summary – Describe how the proposed project will enhance park and recreation activities and preserve green space.**
9. **Project Description – Describe the impact the proposed project will have on your community and its goals and objectives.**
10. **Specific goals and plan(s) and when they were developed and adopted by the community.**
11. **Public Private Partnerships**
12. **Is the project feasible, are the costs eligible, and is the source of any/all non-St. Clair County Park Grant funds identified? Describe all project activities, including a timeline or schedule of activities. Be sure to verify that all budgeted expenses are allowable (refer back to the 'What Is Funded and What Is Not Funded' section of these guidelines to determine eligible and ineligible activities). Please contact the Parks Administrator Describe the source of non-St. Clair County Park Grant funds.**

## SUPPLEMENTAL INFORMATION

Reviewers' evaluations are based primarily on the material provided in the application. **Supplemental information may be included, but will not take the place of a complete, concise and well-written application.** Please supplement the application only with information necessary for the clear understanding of the proposed project. Supplemental information should be referenced to in the application. To ensure consideration of supporting documentation, it **MUST** be included with the grant application and will not be considered if sent separately. Supplemental information might include:

- Portion of a community's preservation, community development, or interpretive plan that identifies the need for this grant project. (Do not include the entire plan.)
- Evidence of project involvement by partners. Letters should demonstrate a commitment of resources to the project.
- Partnership agreement(s)

## APPLICATION SUBMISSION

Applications must be submitted in hard copy using the newly revised application only. Faxed applications and applications submitted electronically will not be accepted. Applications not received by the deadline and incomplete applications will not be considered. Additional materials sent separately from the application will not be considered part of the application and will not be included in evaluation of the application. **Applications delivered to any office other than the St. Clair County Board Office as herein specified will not be considered. St. Clair County Parks Grant Commission and/or designee are not responsible for applications delivered to other county employees or offices other than described herein.**

### You must submit:

- (1) One original and six (6) copies – a total of **7** – complete application packages (see below).
- The Parks Grant Application Checklist must be the first page in the original and copies. Do **not** use other cover pages.
- The original must be secured with a staple or binder clip. Each copy must be securely bound; do **not** use pocket folders, notebooks, or ring binders.

### A complete application package includes:

- Complete Grant Application Form containing signature of the Authorizing Chief Executive Officer of the governing body; must include name, title, telephone number and email address (if available) of the individual who may be able to provide additional information pertaining to this application (Attachment A).
- Verification of Property Ownership (Attachment B).
- Itemized Project Budget (Attachment C).
- Approval by the Governing Board authorizing the project; acceptable documentation would be a copy of resolution or official minutes, letters of approval, etc. (Attachment D).
- List of the Current Board Members of the governing body (Attachment E).
- Map showing location and boundaries of project (Attachment F).
- Photograph of the project site (Attachment G).
- Site Development Plan (if applicable) (Attachment H).
- Public/Private Partnership Support Documentation (Attachment I).
- Timeline for project completion (Attachment J).
- Other supplemental information (any additional information that explains project) (Attachment K).
- Parks and Recreation Data Form (Attachment L)

**Application materials will not be returned.** All application materials, including photographs, become the property of St. Clair County and may be reproduced by St. Clair County without permission; appropriate credit will be given for any such use.

**Applications must be received by 3:00 pm Daylight Savings Time,  
Monday, August 22, 2022  
This is NOT a postmark deadline**

### SEND APPLICATIONS TO:

*St. Clair County Board Office  
SCC Parks Grant Commission  
Attn: Samantha Gruberman, Ex. Asst.  
10 Public Square  
Belleville, IL 62220*

**For additional information (618) 825-2204**



# PARKS GRANT APPLICATION

## \*Cover Page and Checklist

**APPLICANT:** \_\_\_\_\_  
(DO NOT LEAVE BLANK)

**Attach this CHECKLIST to the front of the St. Clair County Parks Grant Application**

**ATTACHMENTS:** *Applications must contain the following attachments*

- A Complete Grant Application Signature of the Authorized Chief Executive Officer of the governing body. Must include name, title, telephone number and email address (if available) of the individual who may be able to provide additional information pertaining to this application
- B Verification of Property Ownership
- C Itemized Project Budget
- D Documentation Authorizing the project by the Governing Board; Acceptable Documentation would be a copy of resolution or official minutes, letters of approval, etc.
- E List of the Current Board Members of the governing body
- F Map showing location and boundaries of project
- G Photograph of the project site
- H Site Development Plan
- I Public/Private Partnership Support Documentation
- J Timeline for Project Completion
- K Other Supplemental Information (any additional information that explains project)
- L \*\*Park and Recreation Data Form

\*The Cover Page and Checklist represents the first page of the application. Letters accompanying the application should be placed in Attachment K.  
\*\*The Parks and Recreation Data Form is the last page of the application package.  
*If you are unsure about the submission and/or placement of any document, please call.*

**DO NOT WRITE BELOW THIS LINE - FOR ST. CLAIR COUNTY OFFICE USE ONLY**

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APPLICATION RECEIVED: \_\_\_\_\_ TIME: \_\_\_\_\_

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- APPROVED
- Denied



# ST. CLAIR COUNTY PARKS GRANT COMMISSION



## GRANT APPLICATION FORM – ATTACHMENT A

Please follow the Guidelines and Application Instructions to complete this application. Applicants must submit one (1) signed original and six (6) copies – a total of 7 – complete application packages. *If application is hand delivered make an additional copy of the Cover Page and Checklist to serve as your delivery receipt.*

### 1. GENERAL INFORMATION

Applicant Organization _____			
Contact Person _____			
Address _____	City _____	State _____	Zip _____
Telephone ( ) _____	Fax ( ) _____	Email _____	

Project Title: _____	
Project Location/Street Address: _____	
Property Owner: _____	Parcel #: _____
<i>Please provide Proof of Ownership and Label as Attachment B</i>	

#### Project Category (Select all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Increase park safety                             | <input type="checkbox"/> Improve, restore, or expand local parks                                  |
| <input type="checkbox"/> Provide neighborhood/community trails            | <input type="checkbox"/> Fill documented recreational need for the community and surrounding area |
| <input type="checkbox"/> Enhance access for public areas for the disabled | <input type="checkbox"/> Application meets the standards  |
| <input type="checkbox"/> Matching funds on hand                           |   |

<b>Amount Requested</b>	SCC Parks Grant Funds	\$ _____		
	Other Funds	\$ _____	\$ _____	\$ _____
	<b>Total Project Costs</b>	\$ _____		

Does your community have an active grant through the St. Clair County Parks Grant Commission?  No  Yes

Project Number: \_\_\_\_\_ Project Status: \_\_\_\_\_

Is your Resolution of Support included?  Yes  No

(Note: all cities, towns, townships, and park districts must include a resolution of support from their city/town councils or appropriate governing body).

### SIGNATURE OF AUTHORIZING OFFICIAL (Original copy must have an original signature and be in blue or black ink.)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name and Title \_\_\_\_\_

**2. PROJECT CRITERIA**

*(Attachment A, cont'd)*

**a. Describe how this project will increase Park Safety.**

**b. Describe how this project improves, restores, or expands local parks**

**c. Does this project include a trail? If so, describe it benefits the community**

**d. Describe how the project will provide enhanced access for public areas for the disabled**



**e. Describe how the project will improve, restore, or expand local parks**

**f. Describe how the project fills a documented need for the community**

**3. PROJECT DESCRIPTION**

**A. Project Objectives**

1. Briefly summarize your project, emphasizing the primary objectives and results.
  
  
  
  
  
  
  
  
  
  
2. Describe the impact the proposed project will have on your community and its goals and objects.
  
  
  
  
  
  
  
  
  
  
3. Describe how the proposed project will enhance park and recreation activities and preserve greenspace.

4. Describe how the project meets the goals of the local preservation plan, or other plan(s) that address the park and recreation resources and preservation. Identify the specific goal(s) and plan(s), when they were developed and adopted by the community.

## B. Partnerships

- Describe the partnerships involved in the project and how these partnerships will sustain and support the resource(s) after the grant project is complete? Describe/list all entities that are involved with, or affected by, the project. Attach evidence of involvement from partner organizations such as letters of support that specifically state confirmation of their contribution(s)

PARTNER	CONTRIBUTION
•	
•	
•	
•	

## C. Project Activities

- Describe the project activities necessary to achieve the Project Objectives? List and describe all tasks and products. All grant activities must be accomplished within the grant period (generally 1 to 1½ years).

**D. In-Kind Contributions/Services**

- List the project personnel that will provide in-kind services to complete the project. Describe their responsibilities and the percentage of time each will dedicate to the project.

**E. Funding Sources**

- List all sources of funds associated with the project. This would include, but is not limited to cash, donated services, or use of equipment.

**(PLACE ATTACHMENT B AFTER THIS SECTION)**

**Budget** -- Outline the project budget in the form below; add additional lines in a category as needed.

- All costs associated with the project must be eligible, reasonable, and directly relevant to the project.
- Each cost item must clearly show how the total charge for that item was determined (example: hours x hourly rate = total cost).
- All major costs must be listed, and all cost items should be explained in the narrative of the application.
- All non-St. Clair County Grant Commission match must be cash expended or services donated during the grant period (generally 1 to 1-1/2 years) and not before.

**1. In-Kind Contribution (Labor).** Provide the names and titles of key project personnel. Include only the percentage of time used on the project. Please note that grant funds may not be used to pay employee salaries, nor may salaries be used as match/cost share.

Name/Title of Position and % of time spent on this Project	Wage or Salary	Hours	Total
	\$		\$
	\$		\$
	\$		\$
<b>Subtotal</b>	\$		\$

**2. Engineer/Consultant Fees.** Maximum charged to this grant may not exceed 5% total grant award.

Name and Type of Consultant	St. Clair County Parks Grant 5% of Grant (maximum)	Other Funds	Total
	\$	\$	\$
<b>Subtotal</b>		\$	\$

**3. Supplies and Materials.** Include consumable supplies and materials to be used in the project

Item	Cost	St. Clair County Park Grant Funds	Other Funds	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Subtotal</b>		\$	\$	\$

**4. Equipment.** List all equipment items in excess of \$5,000. Items worth less than \$5,000 or that have a useful life of less than two years must be listed in Supplies and Materials

Item	Cost	SCC Parks Grant Funds	Other Funds	Total
	\$	\$	\$	\$
<b>Subtotal</b>		\$	\$	\$

**5. Other (specify).**

Item	Cost	Grant Funds	Other Funds	Total
	\$	\$	\$	\$
<b>Subtotal</b>		\$	\$	\$

<b>BUDGET SUMMARY</b> Enter category totals here			
Category	SCC Parks Grant Funds	Other	Total
<b>1. Personnel</b>	<del>\$</del>	\$	\$
<b>2. Consultant Fees</b>	\$	\$	\$
<b>3. Supplies and Materials</b>	\$	\$	\$
<b>4. Equipment</b>	\$	\$	\$
<b>5. Other</b>	\$	\$	\$
<b>TOTAL PROJECT COSTS</b>	\$	\$	\$

TOTAL AMOUNT REQUESTED FROM ST. CLAIR COUNTY PARKS GRANT PROGRAM \$ \_\_\_\_\_

**(PLACE ATTACHMENTS D THRU I AFTER THIS SECTION)**

**Timeline**

- Show a timeline for all of the above listed activities. The timeline may be attached as a separate page.

***(PLACE ATTACHMENT K ITEMS AFTER THIS SECTION)***

# Insert Parks and Recreation Data Form Here