



## Metro East Park and Recreation District

Proudly Serving Madison and St. Clair Counties in Illinois

### FY12 Park and Trail Grant Matching Program

- Information and Application -

Project Sponsor Name: \_\_\_\_\_  
(List only one entity)

Project Name: \_\_\_\_\_

#### Submit two (2) original copies of this application to:

Metro East Park and Recreation District  
Attn: Grant Coordinator  
104 United Drive  
Collinsville, IL 62234

Applications are accepted on an ongoing basis between July 1, 2011 and June 30, 2012  
or until 100% of the FY12 program funds are pledged, whichever is sooner.

For Internal Use Only

Date and Time Received: \_\_\_\_\_

Delivered by: \_\_\_\_\_

Accepted by: \_\_\_\_\_

Submit 2 Original Copies:  MEPRD Copy  Project Sponsor Copy

Metro East Park and Recreation District  
FY12 Park and Trail Grant Matching Program

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## Metro East Park and Recreation District FY12 Park and Trail Grant Matching Program

### Application Information

**Organizational Information:** The Metro East Park and Recreation District (MEPRD) was formed by voters in November 2000, and is responsible for the development of parks, greenways, and trails in Madison and St. Clair Counties in Illinois. The District often supplements the efforts of local governments, special districts, and other jurisdictions already engaged in these efforts. The park district is the first of its kind in Illinois, serving over half a million residents.

**MEPRD Mission Statement:** The Metro East Park and Recreation District (MEPRD) shall have as its primary duty the development of a public system of interconnecting parks and trails throughout Madison and St. Clair Counties in Illinois.

**Grant Process:** Applications for the MEPRD FY12 Park and Trail Grant Matching Program are accepted on an ongoing basis between July 1, 2011 and 3 p.m., June 30, 2012 or until 100% of the FY12 Program Funds are pledged, whichever is sooner. See MEPRD's website for the current status of the program funds: [www.meprd.org](http://www.meprd.org). Applications must be delivered to MEPRD by UPS, USPS, FedEx or hand delivery. No facsimile or electronic copies will be accepted.

Grant Applicants must submit two (2) original copies of the Grant Application to:

Metro East Park and Recreation District  
Attn: Grant Coordinator  
104 United Drive  
Collinsville, IL 62234

Typically, MEPRD will review each application within 45 days of receipt of an application, followed by notification via USPS of MEPRD's decision to approve, deny or request additional information from the Project Sponsor. Please note unsuccessful grant applications will not carry over from one MEPRD grant cycle to the next.

### Program Highlights

- Projects must be located within Madison County or St. Clair County in Illinois.
- Projects are eligible for funding of up to 25% of the total project cost or \$300,000, whichever is less (see Project Revenue Calculation section for more detail).
- Development and combination projects must be completed within three (3) years and acquisition projects must be completed within two (2) years from the date the Project Sponsor receives the notice to proceed from MEPRD.
- Project Sponsor must sign a project agreement with MEPRD upon notice of grant award. Costs incurred by grantees prior to the receipt of a fully executed Project Agreement will not be reimbursed by Metro East Park and Recreation District.
- MEPRD grant funds are paid out only after the project is 100% complete, the Project Sponsor has submitted a reimbursement request form/packet and MEPRD verifies project completion.
- No project or project sponsor shall receive more than one (1) FY12 Park and Trail Grant per fiscal year from MEPRD.

## Metro East Park and Recreation District FY12 Park and Trail Grant Matching Program

### Eligibility and Funding Requirements

**Applicant Eligibility:** The FY12 Park and Trail Grant Matching funds are not available for project segments/phases that have been previously awarded MEPRD funds (this does not include funds received through the Madison and St. Clair County Grant Commissions).

**MEPRD Total Program Funding:** The Metro East Park and Recreation District has committed funds, not to exceed a total program distribution of eight hundred thousand dollars (\$800,000) for the FY12 Park and Trail Grant Matching Program, to be awarded for eligible projects. Applications are accepted on an ongoing basis, between July 1, 2011 and June 30, 2012 or until 100% of the FY12 program funds are pledged, whichever is sooner.

**Required Local Match:** MEPRD requires the Project Sponsor to partially fund the project. Project Sponsors are required to document all funding sources of a project. MEPRD will fund no more than 25% of the gross project cost, an amount not to exceed \$300,000.

#### Project Revenue Calculation:

- No Less Than 75% of the total project cost should be made up of the following:
  - Federal, State, Local, or Private Grants (not to include funds from MEPRD).
  - Cash donations from others.
  - REQUIRED - Project Sponsor Local Match (*must be a monetary contribution to the project equal to or greater than MEPRD's grant amount*).
  - The value of donated or owned land is not an eligible item in this section.
  - The value of in-kind and donated labor is also not an eligible item in this section.
  
- No More Than 25% of the total project cost should be made up of the following:
  - MEPRD FY12 Park and Trail Grant award (not to exceed \$300,000).

Utilizing the calculations above, the actual grant amount from MEPRD is dependent upon final project costs, *but shall not exceed the amount requested in the grant application*. Grant payment will not be made until all obligations are satisfied and a reimbursement request packet has been submitted to and verified by MEPRD.

Below are a few examples of funding scenarios, but obviously not all possibilities. Please contact MEPRD if you have questions with the Project Revenue Calculation section.

#### Example 1 - Federal Grant Example (such as ITEP)

- Total Project Cost: \$3,000,000 [100% of Total Project Cost]
  - Federal Grant Requiring a 20% Local Match, e.g. ITEP = \$2,400,000 [80%]
  - Required Local Match from Federal Grant = \$600,000 [20%]
    - Project Sponsor Local Match = \$300,000 (monetary contribution) [10%]
    - MEPRD Match = \$300,000 (maximum MEPRD grant award) [10%]

Example 2 - State Grant Example (such as IDNR Bike Path Grant)

- Total Project Cost: \$1,000,000 [100% of Total Project Cost]
  - IDNR Grant Funding = \$200,000 (IDNR's max Bike Path Grant award) [20%]
  - Project Sponsor Local Match = \$550,000 [55%]
  - MEPRD Match = \$250,000 (maximum MEPRD grant percentage) [25%]

Example 3 - State Grant Example (such as IDNR OSLAD Grant)

- Total Project Cost: \$400,000 [100% of Total Project Cost]
  - IDNR OSLAD Grant Funding = \$200,000 [50%]
  - Project Sponsor Local Match = \$100,000 (monetary contribution) [25%]
  - MEPRD Match = \$100,000 [25%]

Example 4 - Foundation Grant plus Private Cash Donation Example

- Total Project Cost: \$1,000,000 [100% of Total Project Cost]
  - Foundation Grant = \$700,000 [70%]
  - Private Cash Donation = \$200,000 [20%]
  - Project Sponsor Local Match = \$50,000 (monetary contribution) [5%]
  - MEPRD Match = \$50,000 [5%]

**Eligible Projects:** Eligible projects may include, but are not limited to the following:

*Eligible Types of Projects include, but are not limited to the following:*

Acquisition of land for, development of or enhancements to:

- Bicycle lanes, paths, trails and routes (preferably meeting AASHTO standards)
- Bicycle boulevards
- Parks (active and passive)
- Greenways and greenspace (active and passive)
- Recreation corridors, e.g. abandoned railways or utility corridors for trails
- Trails (walking, hiking, jogging, biking, equestrian, mountain biking, BMX)
- Trailheads (for eligible trail types)
- Wildlife areas/nature preserves/wetlands

*Eligible Types of Items within a Project include, but are not limited to the following:*

Development of or enhancements to:

- Alternative energy projects, e.g. solar lights, wind turbines, geothermal\*
- Amenities – park/trail/trailhead amenities, excluding those in ineligible section
- Architectural/engineering services (limited to 10% of eligible project cost)
- Artificial turf\*
- Bike racks for parks, trailheads, trails and public facilities
- Bicycle lockers located at parks, trails and trailheads (must be public lockers)
- Bridges, box culverts, and intersection improvements relating to trails
- Drinking fountains for parks, trails and trailheads
- Engineering and design costs (can't exceed 10% of an eligible project)
- Erosion control\*

- Fencing within a park or along a trail\*
- Fishing piers (for ADA accessibility)
- Fitness station course
- Frisbee golf course and related amenities
- Hockey/skating rinks (hard surface)
- Indoor community/recreation centers
- Landscaping/site beautification (related to an eligible project)\*
- Lighting for parks, trails, trailheads and sports fields
- Nature observation towers and overlooks
- Playgrounds
- Pavilions and open air shelters
- Parking lots for parks or trailheads\*
- Restrooms for parks, trails and trailheads
- Roadways, service roads and access roads within a park\*
- Safety/security amenities for parks, trails and trailheads
- Sidewalks within a park\*
- Signage/kiosks related to a park, trail or trailhead
- Skate/BMX parks
- Sports fields/courts, e.g. soccer, tennis, baseball, etc. (must be open to the public)
- Striping, markings and signage for bicycle trails and bike lanes (*for new applications*)
- Surveillance systems\*
- Utility/sanitation systems\*
- Wayfinding/directional/distance signage related to an eligible project

**Definition of Support Facilities:** The asterisk symbol \* designates a support facility as defined by MEPRD. Support facilities for parks, trails or trailheads that include, but may not be limited to, roadways, parking areas, fencing, utility/sanitation systems, lighting, erosion control and site beautification/landscaping are eligible *but may not exceed 20%* of the total project costs. In addition, projects may not consist solely of support facilities.

**Ineligible Projects:** MEPRD will not provide funding for the following types of projects:

*Ineligible projects include, but are not limited to the following:*

- Acquisition of land for, development of and enhancements to:
  - Acquisition of land from another public agency
  - Administrative facilities/buildings/offices
  - Archaeological/environmental surveys/testing/excavations
  - Automated external defibrillator (AED)
  - Bath houses for swimming areas
  - Boat docks and related amenities
  - Camp sites and camping amenities
  - Clubhouses
  - Concession stands, ticket booths, announcer booths
  - Dog parks
  - Educational/safety programs/training/travel
  - Environmental mitigation
  - Geographic information systems
  - Golf courses and golf related amenities/equipment

Grant application preparation/filing and related work  
Historic sites/structures and preservation  
Hunting areas/blinds  
Ice skating/hockey rinks, both indoor and outdoor  
Irrigation systems  
Lakes, ponds and beaches  
Maintenance/repair/upkeep for a building/facility/equipment/vehicle/parcel  
Maintenance and storage buildings/facilities  
Marketing materials, maps/brochures, temporary signs/banners  
Monuments or plaques  
Mowing and ground keeper related equipment  
Museums and conservatories  
Parking lots not within a park or trailhead  
Plans for pedestrian amenities, parks, trails, sidewalks, and trailheads  
Planning for sidewalks and trails  
Pools, water parks/slides, splash pads, decorative water features/fountains  
Professional sports facilities  
School District playgrounds, sports fields/courts and related amenities  
Scenic/historic routes, byways, drives and easements  
Shooting ranges  
Sidewalks outside of a park  
Sidewalk pedestrian crossings not in a park or not trail related  
Striping and markings for bicycle trails and bike lanes (repeat applications)  
Traffic counts/studies  
Trails for all terrain vehicles, off highway vehicles and snowmobiles  
Vehicles of any kind, e.g. mowers, service vehicles, golf carts  
Water based recreation facilities/amenities  
Water trails and related amenities  
Welcome/visitor centers

**Multiple Applications:** Project Sponsors may submit multiple applications, representing multiple projects, per grant round but will be limited to one (1) MEPRD FY12 Park and Trail Matching Grant award. Please note multiple submissions of applications within the same fiscal year for continued or contiguous segments of a like project are not eligible, regardless of the Project Sponsor(s).

**Project Agreement:** FY12 Park and Trail Grant Matching recipients must sign a project agreement with MEPRD. It is the recipient's responsibility to complete and submit all required documents pertaining to the project agreement. Missing or incomplete documents required in the project agreement will delay written notice to proceed from MEPRD.

**Use of Project Site:** Property acquired or developed with MEPRD assistance from this program must be open to the general public for the approved use specified in the MEPRD grant project agreement without regard to race, color, sex, national origin, age, disability, or residence during a reasonable time period as agreed upon by the project sponsor. Property may not be converted from public recreation use per terms of the MEPRD project grant agreement. Conversion of such property from public recreation use shall result in the sponsor being held liable for replacing the converted property with new property and facilities deemed comparable by MEPRD in terms of current fair market value, recreation

value, usefulness, and location. Projects that are awarded grants that subsequently do not meet this requirement will be required to refund MEPRD the original awarded grant amount.

**Public Access:** Sponsor must give the public access to the project site, and have it remain available to the public for a minimum of twenty (20) years, and preferably in perpetuity, after completion of said project. Projects that are awarded grants that subsequently do not meet the 20 year requirement will be required to refund MEPRD the original awarded grant amount.

**Inspections and Reports:** MEPRD staff shall have full access to grant-assisted facilities at all times for inspection purposes to ensure sponsor's continued compliance with program regulations. A MEPRD representative may make periodic inspections of the project as construction progresses and a final inspection and acceptance of the completed project must be made by a representative or agent of MEPRD prior to the final grant payment (reimbursement) to the project sponsor.

**Signage:** Project Sponsor must post a grant program acknowledgement sign at the MEPRD-assisted project site for the duration of the project, both during and after construction/acquisition. The required specifications for its construction will be furnished by the applicant and approved by MEPRD, and must include the MEPRD logo, Project Sponsor's name, and Project name. The sign shall be posted in an area for public view for the duration of the project. All signage permits are the responsibility of the project sponsor.

**Permits:** The project sponsor is responsible for obtaining any and all necessary permits, licenses, and forms of consent regarding projects approved for MEPRD funding in this program prior to the construction, and thereafter subsequent operation and maintenance of the project.

**Acquisition Projects:** Land acquired with MEPRD assistance in this program shall be operated and maintained for the intended public recreation use for a minimum of twenty (20) years and preferably in perpetuity, as so stated in the approved grant project agreement. Development and use of the project site, as specified in the approved grant agreement, must commence within five (5) years following the property's acquisition.

**Notice to Proceed:** MEPRD will typically send written notice to proceed within sixty (60) days of executing the project agreement. Costs incurred prior to the date of the written notice shall be ineligible for reimbursement, unless otherwise authorized by MEPRD.

**Reimbursement Grant:** The MEPRD FY12 Park and Trail Grant Matching Program is on a reimbursement basis. The project must be 100% complete, as determined, by MEPRD, in order for the reimbursement to be issued. No early or partial payments will be made to the project sponsor, unless otherwise authorized by MEPRD.

**Financial Records:** All funds expended by the project sponsor in conjunction with the project must comply with all Local, State and Federal laws pertaining to the expenditure of public funds. All project records must be maintained for a period of no less than five (5) years.

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Metro East Park and Recreation District  
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**Application Form**

Please fill out this form in its entirety. Incomplete applications, as determined by MEPRD will not be considered for funding.

1. Project Sponsor (list only one entity): \_\_\_\_\_
2. Project Sponsor Address: \_\_\_\_\_  
\_\_\_\_\_
3. Project Sponsor FEIN: \_\_\_\_\_
4. Project Title: \_\_\_\_\_
5. Project Address/Location: \_\_\_\_\_
6. Project Contact Name and Title: \_\_\_\_\_
7. Project Contact Address: \_\_\_\_\_  
\_\_\_\_\_
8. Project Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
9. Project Contact Cell: \_\_\_\_\_ Email: \_\_\_\_\_
10. Is the project identified in MEPRD Long Range Development Plan?  Yes  No
11. Type of Project:  Development  Acquisition  Combination
12. Type of Project:  Park  Trail  Trailhead  Combination  Other  
If other, explain: \_\_\_\_\_  
If applicable, what trail surface material will be used: \_\_\_\_\_  
Avg. Width of Trail (≥10' preferred for bike trails): \_\_\_\_\_ feet Length of Trail: \_\_\_\_\_ miles
13. Who will own the completed project: \_\_\_\_\_
14. Who will maintain the completed project: \_\_\_\_\_
15. Estimated project completion date (month and year): \_\_\_\_\_

16. Total Project Cost: \$ \_\_\_\_\_

17. Total Cost of Support Facilities (must be ≤ 20% of Total Project Cost): \$ \_\_\_\_\_

18. No less than 75% of the total project cost should be made up of a combination of the following:  
(IMPORTANT - Document and describe all items shown below in a separate attachment)

Total Grant Revenue from all sources (excluding MEPRD): \$ \_\_\_\_\_

Cash Donation(s) from all sources: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_ Explain: \_\_\_\_\_

Other: \$ \_\_\_\_\_ Explain: \_\_\_\_\_

REQUIRED Local Match (must be a monetary contribution ≥ MEPRD's Grant): \$ \_\_\_\_\_

Total for this Section: \$ \_\_\_\_\_ which is \_\_\_\_\_ % of the total project cost

19. No greater than 25% of the total project cost should be made up of the following:

Requested MEPRD Grant amount (must be ≤ Local Match): \$ \_\_\_\_\_

The requested MEPRD Grant amount shown above is \_\_\_\_\_ % of the total project cost

20. Total Project Costs – Distribution Summary

Category	Estimated Cost
A/E Fees (can't exceed 10% of Total Project Cost):	\$ _____
Acquisition Costs:	\$ _____
Contracted Construction Costs:	\$ _____
Non-Bid Construction Costs:	\$ _____
Other:	\$ _____
Other:	\$ _____
Other:	\$ _____
Other:	\$ _____

21. Itemized Development and Acquisition Data (Place \* next to Support Facility Costs)

Item	Unit Amount	Estimated Cost
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
<b>Total Project Cost (should equal line 16)</b>		\$ _____

22. IMPORTANT – The following attachments are required:
- Attachment A - Provide a Detailed Project Scope.
  - Attachment B - List parks, trails or other areas of interest in the vicinity of project.
  - Attachment C - Provide a Construction/Acquisition Schedule
  - Attachment D - Provide a detailed Site Development Plan
  - Attachment E - Provide a short description of funding sources

Metro East Park and Recreation District  
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**Certification Statement**

In WITNESS WHEREOF, the undersigned parties have caused this grant application to be executed by their duly designated and authorized representatives.

I do hereby certify that I have the legal authority to represent the Project Sponsor and that the information presented in this grant application and the referenced attachments is true and correct. I do further certify that the project will be completed in accordance with the provisions set forth in this grant application and the MEPRD project agreement and that the Grantee has the financial resources to initially fund one hundred percent(100%) of the proposed project costs within the time frame imposed by MEPRD, prior to receiving MEPRD grant reimbursement.

**Name of Grantee:** \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

Attested by: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

**Name of Grantor:** Metro East Park and Recreation District \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

Attested by: \_\_\_\_\_

Signature and Date: \_\_\_\_\_