

CAMPBELL COUNTY COMMUNITY PUBLIC RECREATION DISTRICT
1000 West 8th Street, P.O. Box 3033
Gillette, WY 82717
(307) 682-5171 Ext. 4543

APPLICATION FOR RECREATION PROJECT

Due April 1 for 12-month funding period (July 1-June 30); funds become available July 1.
Due November 1 for 18-month funding period (January 1-June 30); funds become available January 1.

- Please read the Policies and Procedures attached to this form.
- All applications must be submitted to 1000 West 8th Street, P.O. Box 3033, Gillette, WY 82717, by 5:00 p.m. on the due date.
- Applications must be approved by a building supervisor or principal, if being submitted by a CCSD employee.
- An incomplete application will not be considered.

CCCPRD is not obligated to notify applicants of incomplete applications prior to the application due date.

GRANT POLICIES AND PROCEDURES CAN BE FOUND ON THE CCCPRD WEBSITE (www.cccprd.org) AND AT THE END OF THIS APPLICATION. IT IS THE APPLICANT'S RESPONSIBILITY TO REVIEW THESE PRIOR TO COMPLETING THIS APPLICATION.

Please complete the following. Attach additional sheets as needed.

Name of Club/Organization:

Address of Club/Organization:

City/State/Zip:

Phone number:

E-mail address:

Federal Tax Identification Number or Social Security Number:

NOTICE TO NON-PUBLIC ENTITIES OR INDIVIDUALS APPLYING FOR CCCPRD FUNDS:

The application for CCCPRD funds requires that you identify the tax status of your organization and provide a tax identification number or social security number. The number is for reporting by the CCCPRD for IRS income tax purposes.

You should be advised that if your organization is not a non-profit organization with tax exempt status approved by the Internal Revenue Service there may be income tax consequences to your receipt of the CCCPRD funds. A Wyoming non-profit corporation is not tax exempt for IRS income tax purposes unless the corporation's exempt status has been approved by the IRS.

You should consult with a CPA/accountant or an attorney to determine your tax/legal status.

Name of primary contact or sponsor:

Phone number if different from above:

Agency type:

_____ Public Agency

_____ Private, non-profit agency

_____ Private, for profit agency

_____ School Club.

If School Club was checked, what school?

NAME OF PROJECT:

Has this project been funded by CCCPRD in the past?

If the project has been funded in the past, what was the amount of the previous award? If this is a new program, please enter zero.

If previously funded, what is the amount of expenditures from the previous grant? If there was no previous grant award, please enter zero.

If this program has been funded in the past have you submitted the final report?

What is the total dollar amount requested from CCCPRD for this project?

If the amount requested is more than the previous grant award amount, please add justification or a rationale for the increase.

- 1) Describe your club/organization by answering the following:
 - a) What is the purpose of your club/organization?
 - b) When are the club's/organization's regularly scheduled meeting dates and times (e.g. weekly on Thursdays at 4 p.m., or the third Thursday of every month?
 - c) If you do not meet regularly, how often and when do you plan to meet to implement your project?
 - d) How many participants are involved with your club/organization? *You must include attendance sheets with the final report.*
 - e) What age group does your club/organization involve?
 - f) How many officials/sponsors are involved with your club/organization?
 - g) What is the sponsor-to-member ratio?

- h) What is the name and title of the adult primarily responsible for the club/organization?
 - i) List the projected number of individual participants for this program.
 - j) How many times will this program meet and what is the average time of each session?
 - k) Will there be spectators for this program? If so, how many?
- 2) What is the primary purpose of your project and how does it support the purpose of the CCCPRD, which is to “support programs to increase community participation in a variety of recreational endeavors which are available to the public”?
- a) Specify what recreational opportunities will be provided to the public through your project.
- 3) Why should this project be funded?
- 4) Describe **in detail** what activities will be involved in your project and how those activities relate to the purpose of your project.
- 5) Please list any websites that pertain to this club, organization or project.
- 6) What are the beginning and ending dates of your project? *(Please refer to the funding availability dates to make sure your project does not incur expenses before funding would be available.)*
- 7) Please list **in detail** any equipment or supplies that will be needed to implement/run the project, and the estimated costs. Please be specific (e.g. “6 basketballs at \$20 each for a total of \$120” is acceptable, whereas “balls - \$120” is not acceptable). You may attach a separate list if necessary.
- 8) If your application could potentially impact structures or grounds of the Campbell County School District, including electrical, plumbing and HVAC, you must attach a copy of the CCSD Maintenance Department’s **completed and signed** work order request for an impact evaluation of the project. Applications will not be considered without this documentation, and will be returned.
- 9) Please list **in detail** any travel expenses the project will require. Please include departure and return dates, destination(s), mode of transportation, number of participants (adults and minors) traveling, and any other pertinent information.

- 10) Describe how you will advertise, promote and/or notify the public about your program to ensure the public is aware of the recreational opportunity.
- 11) What kind of training, if any, will be required to implement/run the project?
- 12) What is the name, title and relationship to the club/organization of the person responsible for implementing and maintaining the project?
- 13) Describe other financial contributions, in-kind, case or matching funds, which have been or will be made toward this project, if any?
- 14) Is this a one-time request or will future funding be needed to continue this project?
- 15) If the project will extend past the grant period, what are the club's/organization's plan for sustaining the project?

Attach a detailed projected budget for your project or organization, itemizing all expenses. You may use the attached form, or develop any format that you think explains the project's budget. Additionally, if you are reapplying, you must attach a final report or status report. A form can be found on the CCCPRD website (www.cccprd.org).

By submitting this application I acknowledge that I have read and will comply with all policies and procedures of the Campbell County Community Public Recreation District.

Dated:

Signature of Grant Applicant

Note: CCCPRD funds are available because of a recreation mill levy in the county. This is made possible by an act of the legislature and action taken by the CCSD Board of Trustees. These funds can be used only for community public recreation purposes. For additional information call 307-687-4543 or skinnear@ccsd.k12.wy.us.

CCCPRD does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion or belief.