

Application Deadline: 5:00 P.M. August 25, 2023

FUN Park Grant Program



FY 2024 APPLICATION GUIDE

Arkansas Department of Parks, Heritage and Tourism
Outdoor Recreation Grants Program
www.outdoorgrants.com

This guide is designed to assist you through the application process. All Outdoor Recreation FUN Park Grants are administered by the Arkansas Department of Parks, Heritage and Tourism.

If you have questions please feel free to call or write us at:

Department of Parks, Heritage and Tourism
Outdoor Recreation Grants Program
1 Capitol Mall, Suite 4B.215
Little Rock, Arkansas 72201
Telephone Number: (501) 682-1301
Web Site: www.outdoorgrants.com

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Introduction

This application guide provides an overview of the FUN Park Grant, eligibility, requirements, and documents necessary to complete your grant application. Also included are explanations of required forms, procedures, and processes related to your application, and the selection process for awarding grant funds to successful applicants. Please call our office and we'll try to answer any questions that you may have. Good luck!

What Is the FUN Park Grant?

The FUN Park Grant (Facilities for Underdeveloped Neighborhoods) is a no-match grant that is administered through the Arkansas Department of Parks, Heritage and Tourism (ADPHT). This grant is intended to help small communities in Arkansas develop public outdoor recreation facilities within their local parks. Funding for this grant is provided through a portion of the state Real Estate Transfer Tax.

How Much Funding Is Available?

Applicants may request up to \$100,000 in grant funding based on cost estimates and/or quotes for facilities included in the application.

Who Is Eligible to Receive a FUN Park Grant?

Municipalities with populations of 7,500 or less, or unincorporated communities sponsored by their county, are eligible for FUN Park Grant funding. Eligibility is based on the population that is listed on the Arkansas Municipal League website (<https://local.arkansas.gov/index.php>) when application is received.

How Do I Get a Grant?

Applicants must submit all Required Materials before the application deadline and have a sufficient score on the FUN Park Scoring System. To be considered for a grant award, the highest scoring applications will be presented to the Governor Appointed Outdoor Recreation Grants Advisory Committee (Committee) for funding consideration. The Committee's funding recommendations will be submitted to the ADPHT Cabinet Secretary for review. A detailed explanation of the application process is outlined in the following section.

How Often Can I Apply for Funding?

Applicants are eligible to apply for a FUN Park Grant only if they have not received a FUN Park grant within the past five years. If an applicant is unsure when they were last awarded a grant, please contact the Project Officer for your region (see page 24).

How Does the FUN Park Grant Work?

The Outdoor Recreation Grants Program (Program) staff will assist you in selecting a park site and make recommendations for barrier-free access, facility layout and location, and other matters relating to park development. FUN Park Grant funds may not be used as a match for any other grant program administered by ADPHT or any other state agencies.

FUN Park Grant applicants who receive a grant award are referred to as grantees in this guide. Grantees are responsible for adhering to procurement laws for their jurisdiction including local ordinances. Grant funding cannot be increased after it has been awarded. Grantees may use grant monies only for facilities and improvements identified in their application. Grantees may use their own funds to cover costs that exceed the grant award, but grant funding is final and cannot be increased once awarded.

Before any grant funds are released and before any grant-funded construction may begin, the mayor or county judge will be required to sign a Contract Agreement with our agency. Prior to receiving a fully-executed Contract Agreement, the applicant may, at their own expense, complete any site preparations for which grant funds will not be involved. The Contract Agreement will be based on funding recommendations from the Committee and approval by Program staff.

Projects should be completed within one year of contract date. Failure to complete a project within this time frame may affect Grantee's eligibility to be awarded future grants from the Program. Upon completion, the grantee will send their Project Officer proof of all expenditures and the Project Officer will verify that the project was completed as outlined in the Contract Agreement.

Application Process

Step 1: Download the FUN Park Application

The FUN Park Grant application can be found online at www.outdoorgrants.com. The application contains fillable forms which may be downloaded, completed on your computer, and printed out. If you do not have access to the internet, please contact our office at (501) 682-1301 and we will mail you hard copies of the application materials.

Step 2: Begin the Application Checklist

Required for Application

1. Cover Sheet
3. Project Narrative
3. Estimated Project Cost
4. Proof of Land Control
5. City Council Resolution or Quorum Court Order

Required for Points

1. Site visit
2. Site plan
3. Quotes for Estimated Project Cost
4. Letter from licensed design professional
5. Public Meeting
6. Volunteer Activity

Items Required for Application must be submitted with your application before the application deadline. If an application is submitted without one or more required materials, the application will be marked as deficient. Application deficiencies can be corrected during the Deficiency Period (see step 5).

Items Required for Points are encouraged and will impact the score of your application. The FUN Park Scoring System can be found on page 23 of this guide. These items cannot be corrected after the application deadline.

Step 3: Submit Your Application

Applications must be submitted as a hard copy and postmarked no later than August 25th. You may e-mail or fax the application's cover sheet to your Project Officer so they know your application is on the way. Please retain a copy of your application for your reference.

Step 4: Application Review and Scoring

Application review and scoring begins immediately after the application deadline. Project Officers will review applications for deficiencies and score applications with the FUN Park Scoring System which can be found on page 23 of this guide. Once scoring is complete, applications will be ranked from highest to lowest scores.

Step 5: The Deficiency Period

Applicants will receive a letter indicating their application is deficient if one or more required documents are missing, incomplete, or inaccurate. The deficiency letter will include the date by which all deficiencies must be corrected and submitted to the Project Officer. Applicants who do not correct all deficiencies may be disqualified.

Note: If the deed or lease submitted with the application is incorrect, the application will not be counted as deficient. However, if the proper deed or lease is not submitted before the deficiency period ends, the application will be disqualified.

Step 6: Grant Hearing Announcements

Once applications are scored and the deficiency period has passed, applicants will receive a letter indicating their score and whether their application has been selected to be presented to the Committee at the Grant Hearings held in October.

Selected applications will be presented to the Committee by the applicant’s Project Officer. Applicants whose grant applications are not selected are encouraged to reapply in the following grant cycle.

Applications will be selected for review using the FUN Park Scoring System found in Appendix G. Staff will select as many applications as possible, starting with the highest scores, until the total amount of grant funds requested equals twice the amount of grant funds available.

For example, if the program has one million dollars in grant funds available, then applications totaling two million dollars of requested funds will be invited to the hearings.

NOTE: The amount of funding available is based upon the State’s yearly tax receipts. Staff will not know the amount of available funding during the application cycle, and therefore will be unable to say with certainty what the minimum number of FUN Park Scoring System points required will be during any given cycle.

The Application Process



Step 7: Project Photo Submittal

Applications selected for Committee review are considered complete and no further action is required by applicants. Program staff will submit all selected project files to the Committee for review prior to the grant hearing and, should the Committee members have questions regarding the project during this review, Program staff may contact the applicant for further information to answer Committee questions.

Additionally, Program staff will prepare a slideshow presentation for each proposed project that will be shown to the Committee the day of the grant hearing. While it is not required, applicants are encouraged to submit digital photographs to their Project Officer prior to the hearing (maximum of 10). As most staff photographs will have been taken during hours of low park use, applicants are encouraged to submit photographs that feature people using the project site, if possible. Applicants selected for Committee review should contact their Project Officer for instruction and advice regarding photographs.

Step 8: Grant Hearings

Program staff will present all selected projects to the Committee and objectively answer any questions they may have regarding each project. Project Officers may not, and do not, advocate for individual projects. The Committee makes decisions based on many factors, with priority given to applicants who appear to have the greatest need for assistance, can demonstrate their ability to complete the project in a timely fashion, and have sufficient resources for the long-term operation and maintenance of the facility.

After the grant hearings have concluded, the Committee will make recommendations for funding. Staff do not have the authority to release the Committee's recommendations to the public prior to review by the Cabinet Secretary of the Arkansas Department of Parks, Heritage and Tourism. Applicants will receive the results of the hearing via mail as soon as recommendations are approved and certified.

Important Dates to Remember

April, 2023	Outdoor Recreation FUN Park Application Guide available
May 31, 2023	Last day to schedule a site visit for maximum score
June 30, 2023	Last day to conduct public meeting for maximum score
August 25, 2023	APPLICATION DEADLINE
October 25 - 27, 2023	Grant Hearings

Application Checklist

Required for Application

Cover Sheet

A Cover Sheet should be filled out with information specific to the applicant. Applicants must write in their city or unincorporated community's population as shown on the Arkansas Municipal League's website (<https://local.arkansas.gov/index.php>).

Project Narrative

The Project Narrative gives the applicant an opportunity to describe their existing park facilities, if any, and the perceived benefits expected for their city or unincorporated community.

Proof of Land Control

A copy of the deed, lease, or a letter of intent to lease or sell property for the project site must be included with the application. An example of a letter of intent may be found on page 20.

City Council Resolution or Quorum Court Order

All applications must be accompanied by a City Council Resolution or Quorum Court Order from the current application year authorizing the project application. Please include the wording shown in the example on page 18.

Estimated Project Cost

Applications must include a cost estimate which should be based on quotes from an equipment vendor(s) and/or contractor(s). Facilities and project elements listed on the Estimated Project Cost form will be the basis of the Contract Agreement.

Applicants may use the following means to determine facility costs:

- A landscape architect, engineer, or architect may develop a cost estimate for the project
- Quotes or estimates for materials from local builder supply vendors
- Quotes or estimates from local contractors
- Quotes or estimates from park equipment vendors

When the project is complete, the grantee may use residual grant funds to construct barrier-free access to existing facilities at the project site. Other expenditures of residual grant funds must have prior approval of department staff.

The Estimated Project Cost form may be found on page 17 of this guide and a fillable form is available on our website.

Required for Additional Points

FUN Park Scoring System

Please review the FUN Park Scoring System on page 23 to see how applications will be scored.

Appendix A: Public Meeting Standards

What is a Public Meeting?

“Public Meeting” refers to the regularly scheduled monthly meeting of the project sponsor’s governing body (City Council or Quorum Court). For the purposes of this application, the meeting must be held during the same calendar year (i.e., after January 1st) that the application is due.

Discussing the Project in the Public Meeting

In order to receive points for holding a public meeting the proposed project (or proposal to submit a grant application) must be listed as a separate agenda item for that month’s meeting. Additionally, the meeting must be advertised as open to the public. Applicants may use the advertising method normally used to publicize the monthly meeting.

Documenting the Public Meeting

Applications must include the following:

1. Copy of the meeting agenda
2. Proof of meeting advertisement that includes
 - i. **Method of advertisement**
 - ii. **Date of publication**

Method of advertisement may be documented by providing a copy of the advertisement itself, e.g., printing a screenshot of the advertisement from the sponsor’s official web page or social media account. If date of publication (such as a time stamp) is not clearly visible, **indicate the date** in some other way, such as writing it by hand on the document.

In the case of advertisement not readily reproduced (e.g., posted notices), the sponsor’s Chief Executive (Mayor / City Manager / County Judge) may produce a **signed** document (see page 22) articulating and affirming 2(i) and 2(ii) above. Applications utilizing signed Chief Executive statements as proof of advertising **must still include a copy of the meeting agenda.**

Appendix B: Volunteer Activity Standards

What is a Volunteer Activity?

Volunteer activities can take on many forms, and just about any organized volunteer workday in the park will be accepted, such as trash pick-up, painting, equipment repair, tree-planting, etc.

Does it have to be in the park for which the application is submitted?

Yes.

What if we are applying for our first park?

No problem! If you don't have a park, you could have the activity on the site you are proposing. Even empty sites could use a spruce-up now and again. If holding an activity in the proposed site isn't feasible, another volunteer activity that takes place outdoors within the community will be accepted.

Is there a minimum number of participants?

The more the merrier, of course, but as long as there is more than one person, the activity will be acceptable. No distinction will be made on the scoresheet between larger and smaller groups.

Documenting the Volunteer Activity

To receive points for the volunteer activity, applications must include the following:

1. Copy of the meeting agenda
2. Proof of meeting advertisement that includes
 1. **Location of the activity**
 2. **Date of the activity**
 3. **Type of activity**
 4. **Number of participants (approximately)**
 5. **Signature of sponsor or Chief Executive**

All requirements for activity documentation may be met by using the template found on page 21.

Appendix C: Land Control (Scoring)

Land Control Scores?

Different degrees of land control demonstrated by the grant sponsor receive different point totals in the Priority Rating System. While they are scored differently (including some that receive zero points), all of these forms of land control are eligible for grant consideration.

Tier 1 (4 points): Ownership OR Lease from Federal or State Agency

- “Ownership” means the sponsor demonstrates control of the project site amounting to sole ownership. A Warranty Deed is ideal, but other documentation, such as tax and parcel records, may be submitted as proof of ownership. (Proof of ownership other than warranty deed is subject to review.)
- A lease from a State or Federal agency for Agency-owned property is scored the same as outright ownership. Leases set to expire before the 25 year FUN Park grant obligation must have an option for renewal.

Tier 2 (2 points): Lease from non-profit entity organized as sponsored community

Applies to unincorporated communities sponsored by the County, wherein the community is organized as a non-profit *operating as the unincorporated community*. A common example is found in towns that are no longer incorporated, but where buildings such as school houses or gyms remain from the time when the community was a functioning municipality, and the community has organized as a non-profit group in order to own and operate the site(s) or building(s) in question, with the non-profit bearing or incorporating the name of the community.

Tier 3 (0 points): Lease from private individual or organization, or any semi-public organization (profit or non-profit) that is not organized as the sponsored community.

Project sites leased from individuals or groups--even non-profits, service organizations, and other admirable enterprises, e.g., a local youth organization--not explicitly organized as the sponsored community **will be eligible** for grant consideration but **will not receive points**..

Appendix D: Grant Rules and Guidelines

Proof of Land Control

The Applicant must own, lease, or have a written option to buy or lease property for proposed park development. The project site must be of sufficient size, suitable for park development, and convenient for local residents. The proposed project site must be inspected by department staff during a site visit to verify its suitability for the proposed park.

If the applicant does not presently own or lease the proposed site for development, they must submit a letter from the owner of the site expressing their willingness to sell or lease the property for a term of at least 25 years from the date of the application (See example letter on page 18). Applicants who presently own or lease the proposed site must include a copy of the deed or lease with their application. Applicants who submit a lease that is set to expire before the end of the 25-year grant period should include a letter of intent-to-lease (page 20) reflecting the 25-year life of the grant.

Funds will not be released to grantee until a fully executed deed or lease is submitted. If the property is ever sold, the lease is terminated, or the site is abandoned or grossly neglected prior to the 25-year term, the grantee may be required to reimburse the State of Arkansas for the total amount of the grant.

Licensed Design Professional

Up to 12% of the FUN Park grant may be used for professional design services. Applicants who receive a grant award will be required to retain the services of a landscape architect, engineer, architect, or other relevant professional licensed to practice in the State of Arkansas. Applicants will receive 2 points on their FUN Park Scoring if they include a letter from the design professional that they intend to use, on their letterhead, stating that they will assist with the project upon award.

After applicants are notified of a grant award, the grantee shall retain a design professional to develop a site layout plan clearly showing proposed facility locations. Construction drawings and specifications will be required for site-built facilities. The design professional will oversee construction of the project and assuring that the development is being constructed in accordance with plans and specifications.

Administrative Services

Up to 10% of the FUN Park grant may be used for administrative services. This is an optional expense.

Barrier-Free Access

Plans must clearly show provisions for barrier-free access, consistent with the provisions of the Americans with Disabilities Act (ADA), for all grant-funded facilities. A person confined to a wheelchair should have the ability to travel unassisted from a designated accessible parking space in the parking lot to each of the grant-funded facilities. Accessible walkways and ramps shall be paved and follow the general contours of the site with consideration given to slopes, cross slopes, surfaces, widths, and distances.

Post-Completion Responsibilities

Upon completion of the project, the Grantee must submit copies of invoices and canceled checks documenting that all grant funds were spent and that those expenditures were for project facilities and design expenses itemized on the Contract Agreement. A permanent FUN Park Grant program acknowledgment sign will be provided to the Grantee for placement in a prominent location in the park.

Park Use

FUN Park grant-funded facilities must be open to the general public at all reasonable times and consistent with guidelines outlined in the Americans with Disabilities Act (ADA) as amended. Park facilities may occasionally be reserved for special events or closed for limited periods for security purposes. Grantee may make reasonable rules governing park use.

Facilities developed with assistance from the FUN Park grant program must be kept in good condition for public use and kept open for public use at reasonable hours of the day and times of the year. If the facilities are ever to be locked, the Grantee must post a sign in a prominent location indicating the times the facilities are available for public use.

Eligible Expenses

The Outdoor Recreation Grants Program staff will review all design drawings and specifications submitted by each FUN Park grantee and determine if the proposed development is acceptable. Priority will be given to facilities that provide a balance of passive and active recreation activities for children and adults at the park.

Most commercial recreation equipment vendors can provide Applicants with a variety of options for modular playground structures, pavilions, basketball goals, ball field backstops, picnic tables, grills, etc. suitable for public use. Used construction materials or facilities are not allowable unless approved by Program staff prior to use. Applicants are encouraged to compare costs and features from a number of park equipment vendors.

Grant funds may be used for:

- Construction and/or installation of open-air outdoor recreation facilities
- Renovation of existing outdoor recreation facilities such as re-roofing existing pavilions, improving parking areas, and replenishing fall zone material of an existing playground.

Ineligible Expenses

Grant funds may not be used for:

- Construction of swimming pools or splash pads
- Enclosed structures including restrooms or concession stands
- Purchase or lease of park property
- Regular maintenance of existing parks
- Removable equipment or facilities
- Purchase of tools and construction equipment
- Supplies such as gloves, bats, balls, etc.
- Work done by public officials and/or city workers
- In-kind equipment use or in-kind labor

Appendix E: Typical FUN Park Facilities

The following is a partial listing of typical outdoor recreation facilities and associated requirements that FUN Park Grant funds may be used to construct or install:

Basketball Courts

Basketball courts should be constructed of concrete with a light broom finish and crowned for positive surface drainage. High school regulation size is 84' x 50'. Minimum dimensions for a half-court is 40'x40'. Goals should be permanently mounted and designed for public use; goals with a lifetime guarantee are recommended.

Benches

Benches purchased with FUN Park funds must be permanently mounted with the seat 18"-20" above grade.

Cooking Grills

Grills must be permanently mounted 30"-34" above a paved cooking surface for wheelchair accessibility.

Exercise Trails

Ideally, trails should be a minimum of 8' wide to accommodate multiple users at the same time. Recommended layout of the trail is a serpentine loop of at least 1/8 of a mile in length with one or more benches installed along the trail to provide resting station(s) for trail users.

Asphalt paving over a crushed stone base is preferred but concrete is also an acceptable trail surface. Grades should not exceed 5% linear-slope and 2% cross-slope.

Parking

Parking should be graded for positive drainage and surfaced with compacted crushed stone, asphalt, or concrete. Parking lot must include at least one clearly marked wheelchair-accessible paved parking space that shall be a minimum of 9' wide with an adjacent 5' wide access aisle that is striped. The access aisle shall connect to a paved walkway for barrier free access to all funded park facilities.

Pavilions

The Grantee may construct a site-built pavilion or install a commercial pavilion. Pavilions shall be constructed of durable materials that will resist weathering and heavy use.

The floor of the pavilion should be concrete with a light broom finish, reinforced as appropriate for local soil and site conditions, crowned in the center for positive drainage, and extend at least 1' beyond the roof line to disperse water runoff to avoid adjacent soil erosion. The adjacent grade shall be flush with the concrete surface to avoid creating a tripping hazard.

Playgrounds

Playground equipment shall be new and in compliance with guidelines established by the Consumer Product Safety Commission (CPSC). Playground equipment shall be commercial grade and suitable for public use.

Playground Fall Zones

Areas under play equipment shall have impact-absorbing material approved by the Consumer Product Safety Commission (CPSC) below play equipment. One of the most cost-effective impact materials is engineered wood fiber which should be contained by a durable edging such as modular edging designed for this purpose. Both impact material and containment edging shall be installed in accordance with manufacturer's instructions.

A variety of other types of impact surfaces may be used including rubberized poured-in-place material. Impact surfacing must be installed under and around play equipment as specified by the manufacturer.

At least one ramp into the playground area from the walkway system in the park must be installed to assure wheelchair accessibility. This type of ramp may be purchased from the playground equipment vendor. Installed ramps shall be at least 3' wide with a maximum slope of 8%.

Picnic Tables

At least one picnic table purchased with FUN Park grant funds must be wheelchair accessible.

Sidewalks

Sidewalks should be a minimum of 5' wide, constructed of concrete with a medium broom finish and cross-sloped for positive surface drainage.

Trash and Recycling Receptacles

Trash and recycling receptacles are commercially available from park equipment vendors but, because grant funds are limited, grantees may consider using steel drums with holes drilled in the bottom for drainage.

Appendix F: Example Forms

EXAMPLE

EXAMPLE

FUN Park Grant Cover Sheet Outdoor Recreation Grants Program Arkansas Department of Parks, Heritage and Tourism	DATE RECEIVED -- FOR INTERNAL USE ONLY	
1. APPLICANT INFORMATION		
a. Name of Municipality or County <input style="width: 90%;" type="text" value="City of Sampleville"/>	b. Applicant Type <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> County	
c. Mailing Address <input style="width: 90%;" type="text" value="P.O. Box 1234"/>	d. Population (https://local.arkansas.gov/index.php) <input style="width: 50%;" type="text" value="1,800"/>	
2. APPLICATION PREPARER'S INFORMATION		
a. Name <input style="width: 90%;" type="text" value="Jane Doe"/>	b. Mailing Address <input style="width: 90%;" type="text" value="P.O. Box 1234"/>	c. Phone Number <input style="width: 90%;" type="text" value="(123) 456-7890"/>
3. PROJECT INFORMATION		
a. Park(s) to be Developed Park Name <input style="width: 80%;" type="text" value="Sampleville City Park"/> Physical Address <input style="width: 95%;" type="text" value="123 Main St, Sampleville, AR 72960"/>		
b. Proof of Ownership <input checked="" type="checkbox"/> Deed <input type="checkbox"/> Lease <input type="checkbox"/> Letter of intent to donate <input type="checkbox"/> Letter of intent to sell		
4. ESTIMATED FUNDING		
a. Amount Requested <input style="width: 150px;" type="text" value="\$ 100,000.00"/> + Applicant's Contribution (Optional) <input style="width: 150px;" type="text" value="\$ 350.00"/> = Total Project Cost <input style="width: 150px;" type="text" value="\$ 100,350.00"/>		
b. I agree to complete the project if the estimated costs exceed the grant amount <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
5. CHIEF EXECUTIVE OFFICER		
a. Name <input style="width: 90%;" type="text" value="John T. Jones"/>	b. Title <input style="width: 90%;" type="text" value="Mayor"/>	
c. Phone Number <input style="width: 90%;" type="text" value="(123) 456-7890"/>	d. Email <input style="width: 90%;" type="text" value="samplevillemayor@email.com"/>	
e. Signature of Chief Executive Officer Signature _____ Date <input style="width: 150px;" type="text" value="06/01/2099"/>		

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EXAMPLE

EXAMPLE

FUN Park Grant Project Narrative Outdoor Recreation Grants Program Arkansas Department of Parks, Heritage and Tourism		Applicant Name <input style="width: 90%;" type="text" value="City of Sampleville"/>
1. EXISTING PARK DESCRIPTION		
Does your city or community presently have one or more public parks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, what facilities exist in your park(s)?		
N/A		
If yes, who maintains the facilities that exist in your park(s)?		
N/A		
2. BENEFITS EXPECTED		
Provide an explanation of how each facility within the FUN Park will be developed:		
Project will be overseen by a licensed engineer, Mr. John Doe, P.E. Site prep will be done by Two Rivers Excavation. All concrete will be purchased and installed from XYZ Concrete Company. The pavilion, playground, basketball goals, picnic tables, trash cans, benches, and grills will be purchased through Playgrounds Inc. Engineer will make sure the pavilion posts and basketball goal is installed at the same time the concrete is installed.		
3. CHIEF EXECUTIVE OFFICER		
a. Name <input style="width: 95%;" type="text" value="John T. Jones"/>	b. Title <input style="width: 95%;" type="text" value="Mayor"/>	
c. Phone Number <input style="width: 95%;" type="text" value="(123) 456-7890"/>	d. Email <input style="width: 95%;" type="text" value="samplevillemayor@email.com"/>	
e. Signature of Chief Executive Officer		
Signature _____		Date 06/01/2099 _____

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EXAMPLE

EXAMPLE

FUN Park Grant Estimated Project Cost Outdoor Recreation Grants Program Arkansas Department of Parks, Heritage and Tourism		Applicant Name City of Sampleville
1. DEVELOPMENT COSTS		
Line Item Parking Sidewalks Pavilion Basketball Court Playground Site Amenities: Trash Cans, Grills, Picnic Tables, Benches Site Work _____ <div style="text-align: right;">TOTAL</div>	Cost \$ 3,750.00 \$ 6,250.00 \$ 31,250.00 \$ 10,000.00 \$ 31,250.00 \$ 3,125.00 \$ 4,000.00 \$ _____ \$ 89,625.00	
2. REQUIRED COSTS		
Architecture/Engineering (Up to 12% of Box #1)	\$ 10,725.00	
3. OPTIONAL COSTS		
Administration (Up to 10% of Box #1)	\$ 0.00	
4. TOTAL COST		
Development \$ 89,625.00	+ Engineering \$ 10,725.00	+ Administration \$ 0.00
		= Grand Total \$ 100,350.00
5. LIST YOUR PROJECTS IN PRIORITY ORDER		
Prioritized Line Items		
1. Pavilion 2. Site Work 3. Playground 4. Basketball Court	5. Parking 6. Sidewalks 7. Site Amenities 8. _____	
6. CHIEF EXECUTIVE OFFICER		
a. Name John T. Jones	b. Title Mayor	
c. Phone Number (123) 456-7890	d. Email samplevillemayor@email.com	
e. Signature of Chief Executive Officer		
Signature _____	Date 06/01/2099	

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EXAMPLE

EXAMPLE

RESOLUTION No. _____

WHEREAS, _____, Arkansas recognizes the need to provide public recreation facilities for its local citizens and visitors, and

WHEREAS, the **City or County** wishes to apply for FUN Park grant funds through the Arkansas Department of Parks, Heritage and Tourism to develop a public park at the following location:

_____ ; and

WHEREAS, the **Mayor or County Judge** and the **City Council or Quorum Court** understands that if granted funds for park development, they must provide land, by lease or ownership, on which to develop park facilities; and

WHEREAS, _____, Arkansas will sign a contract agreeing to provide the necessary resources to maintain this park and facilities for a period of 25 years;

NOW, THEREFORE, BE IT RESOLVED the **City Council or Quorum Court** of _____, Arkansas hereby authorizes the **Mayor or County Judge** to submit an application for grant funding to the Arkansas Department of Parks, Heritage and Tourism to develop a public park.

Passed this _____ day of _____, 2022

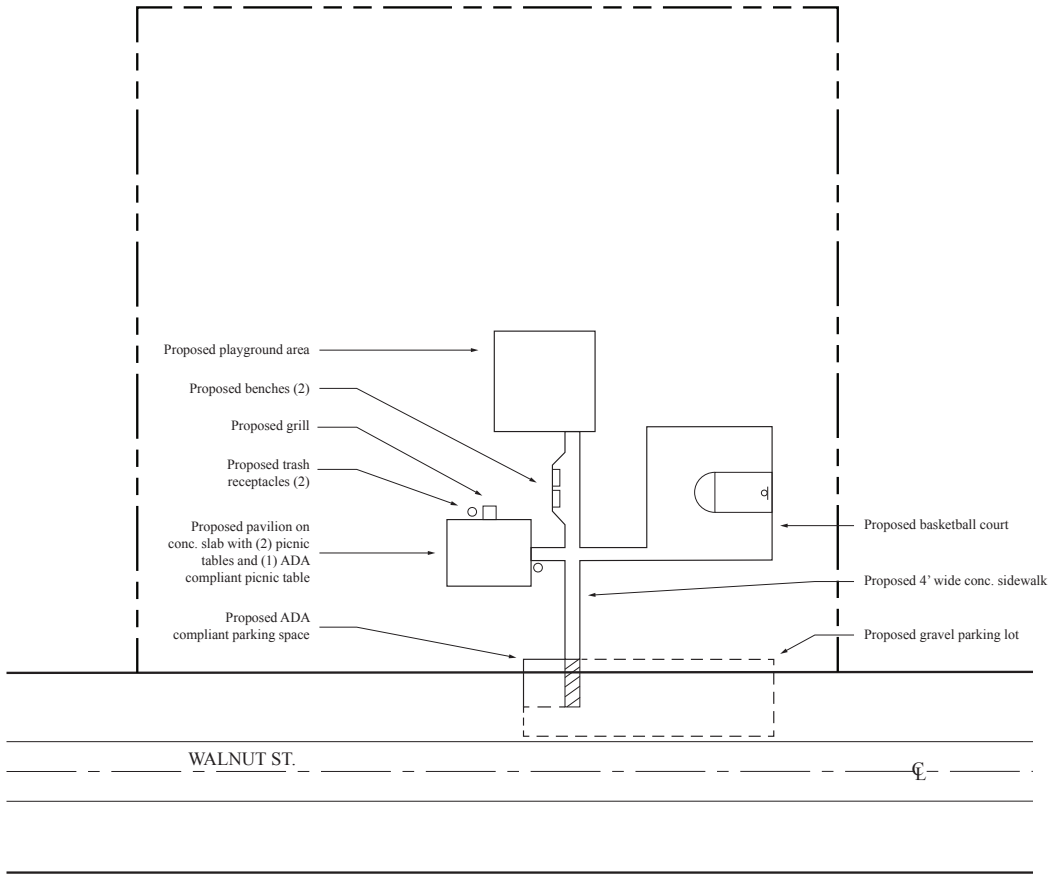
APPROVED: **Mayor or County Judge**

Clerk

EXAMPLE

EXAMPLE

SITE PLAN
Sampleville City Park
Not to Scale Date: March 1, 2099



June 30, 2099

The Honorable Mayor or County Judge's name
P.O. Box 1234
Sampleville, Arkansas 72960

Dear Mayor or County Judge's name

I am hereby submitting this letter confirming my intent to sell or lease for a term of 25 (minimum) years to the City of Sampleville, a ___-acre parcel of land located at street address. The execution of this sale or lease is contingent on the City of Sampleville receiving a FY 2099 FUN Park Grant from the Arkansas Department of Parks, Heritage and Tourism to develop a public park.

If I can be of further assistance, please do not hesitate to call me at (123) 456-7890.

Sincerely,

Owner signature

Owner name

EXAMPLE

EXAMPLE

June 30, 2099

I am hereby submitting this letter confirming the **City of Sampleville** completed a volunteer activity pursuant to this grant application.

TYPE OF ACTIVITY: **Trash Pickup**

LOCATION: **Sampleville City Park, 1234 Park Rd, Sampleville,
AR 77777**

DATE: **June 27, 2099**

NUMBER OF PARTICIPANTS: **9**

If I can be of further assistance, please do not hesitate to call me at **(123) 456-7890**.

Sincerely,

Mayor/County Judge signature

Mayor/County Judge name

EXAMPLE

EXAMPLE

June 30, 2099

I am hereby submitting this letter confirming this grant proposal was a dedicated agenda item at the June 7, 2099 monthly meeting of the City of Sampleville City Council / Sample County Quorum Court. I also certify that the meeting was open to the public, was advertised in advance of the meeting, and that the grant proposal was explicitly noted in the advertisement, the method of which was as follows:

METHOD OF ADVERTISEMENT: Posted Notices

LOCATION: Sampleville Hardware Store, Sampleville Post Office, Sampleville Grocery Store.

DATE: Posted on May 30, 2099

A copy of the official meeting agenda is included with this application. If I can be of further assistance, please do not hesitate to call me at (123) 456-7890.

Sincerely,

Mayor/County Judge signature

Mayor/County Judge name

EXAMPLE

EXAMPLE

Appendix G: FUN Park Scoring System

Documents submitted after the application deadline will not be scored

1. Applicant scheduled a site visit with their Project Officer:

Before June 1	5
June 1 - June 30	4
July 1 - August 15	2
After August 15 / No site visit	0

2. Applicant has received a FUN Park grant from ORGP within the past:

Never	8
21+ years	6
16-20 years	4
11-15 years	2
6-10 years	0
1-5 years	ineligible

3. Applicant provided a site plan that identifies all application line items and ADA parking and associated pathway(s) providing barrier-free access to proposed facilities (Identify ADA parking and pathway(s) that will provide access to proposed facilities even if ADA parking and/ or pathway(s) already exist):

Yes	4
Site plan shows some elements	2
No site plan submitted	0

4. Applicant provided documentation that the proposed project was presented as a dedicated agenda item at a City Council / Quorum Court monthly meeting, per instructions on page 8.

Before July 1	4
Between July 1 and July 31	2
After July 31 -or- Not all requirements met	1
No public meeting	0

5. Applicant provided documentation of volunteer activity as described on page 21:

Yes	3
No	0

6. Applicant provided price quotes **from vendors and/or contractors** for facilities or elements of the proposed project:

** Applicant does not need a quote from A/E to meet this requirement*

** Price quotes created & submitted by A/E do not need vendor sheets*

All facilities and elements	4
Some facilities and elements	2
Did not provide price quotes	0

7. Land control - Applicant provided documentation affirming land control in the following manner (please see page 10 of this guide for explanation of each form of land control):

Site is sponsor-owned, or is leased from a State or Federal agency.	4
Site is owned by a non-profit organized as the community being sponsored.	2
Site is leased from a private individual, private or semi-private group, or non-profit not organized as the unincorporated community being sponsored.	0

8. Applicant provided a signed letter from a licensed design professional stating they will assist with the project upon award:

Did	2
Did not	0

9. Application was submitted by deadline without any deficiencies:

Yes	3
No	0

Appendix H: Application Assistance

Arkansas Department of Parks, Heritage and Tourism

Outdoor Recreation Grants Program
1 Capitol Mall, Suite 4B.215
Little Rock, AR 72201
(501) 682-1301

Program Director

Matt McNair

Project Officers

Randy Roberson
Mike Sprague
Kristen Dane

Planning and Development Districts

Central Arkansas Planning and Development District

902 N. Center Street
Lonoke, AR 72086
(501) 676-2721
<https://www.capdd.org>

Southwest Arkansas Planning and Development District

P.O. Box 767
Magnolia, AR 71753
(870) 234-4030
<https://www.southwestar.org>

East Arkansas Planning and Development District

2905 King Street
Jonesboro, AR 72403
(870) 932-3957
<https://www.eapdd.com>

West Central Arkansas Planning and Development District

P.O. Box 6409
Hot Springs, AR 71902
(501) 525-7577
<https://www.wcapdd.org>

Northwest Arkansas Economic Development District

818 Hwy 62-65-412 North
Harrison, AR 72601
(870) 741-5404
<https://www.nwaedd.org>

Western Arkansas Planning and Development District

1109 South 16th Street
Fort Smith, AR 72901
(479) 785-2651
<https://www.wapdd.org>

Northwest Arkansas Regional Planning Commission

1311 Clayton Street
Springdale, AR 72762
(479) 751-7125
<https://www.nwarpc.org>

White River Planning and Development District

P.O. Box 2396
Batesville, AR 72503-2396
(870) 793-5233
<https://www.wrpdd.org>

Southeast Arkansas Economic Development District

P.O. Box 6806
Pine Bluff, AR 71611
(870) 536-1971
<https://www.southeastarkansas.org>

Notes:
