

GRANT DEADLINE: 5:00 P.M. AUGUST 26, 2022

ARKANSAS DEPARTMENT OF PARKS, HERITAGE AND TOURISM

2023

Outdoor Recreation Matching Grant Application Guide

OUTDOOR RECREATION GRANTS PROGRAM



This guide is designed to assist you through the application process.
All Outdoor Recreation Matching 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:

Outdoor Recreation Grants Program
Department of Parks, Heritage and Tourism
1 Capitol Mall
Little Rock, Arkansas 72201
Telephone Number: (501) 682-1301
Fax Number: (501) 682-0081
Web Site: www.outdoorgrants.com

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Chapter 1

Introduction

This application guide provides an overview of the Outdoor Recreation Matching 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 Outdoor Recreation Matching Grant?

The Outdoor Recreation Matching Grant is a reimbursable matching grant that is administered through the Arkansas Department of Parks, Heritage and Tourism (ADPHT). This grant provides financial assistance to applicants who wish to increase outdoor recreation opportunities in their community. Funding for this grant is provided through a portion of the state Real Estate Transfer Tax.

How Does the Outdoor Recreation Matching Grant Work?

An applicant who receives funding from the Outdoor Recreation Matching Grant may be reimbursed up to 50% of a project's allowable costs. When preparing an application, the applicant will estimate the total cost it will take to develop their proposed project. Once the total development cost is understood, the applicant will apply for funding that does not exceed one-half of the estimated total development costs. For example, if a project is estimated to cost \$100,000 to complete, the applicant will apply for \$50,000.

Applicants who are awarded a grant are called project sponsors. **Project sponsors do not receive funds before development occurs;** rather, project sponsors are responsible for bearing the initial costs of implementing the project. Project sponsors will be reimbursed 50% of all allowable expenses, up to the grant amount, after all or a portion of the grant project has been completed. The project sponsor may request reimbursement multiple times during the development phase, or wait until the project is completed and request the full reimbursement. *Please note that grant funding cannot be increased after it has been awarded. Project sponsors are not penalized for going over the estimated cost, but they will not receive any funding beyond the initial award.*

Who is Eligible to Receive an Outdoor Recreation Matching Grant?

Funding assistance through an Outdoor Recreation Matching Grant is available to all incorporated municipalities and counties in Arkansas. Applications must be signed by the Chief Executive Officer – Mayor, City Manager, or County Judge – of the local government unit applying for assistance. While other interested groups, such as non-profits or advocacy groups, may provide donated funds, labor, or other assistance to the project, all expenses must be invoiced to, and paid by, the project sponsor to be eligible for reimbursement.

How Much Funding is Available?

Applicants may request up to \$250,000 in grant funding. There is no minimum request for funding. It is important to remember that, as a reimbursable grant, the Outdoor Recreation Matching Grant funds only half of an applicant's total project cost. Therefore, a maximum request would be \$250,000 to develop a \$500,000 project.

What Kinds of Projects are Eligible for Funding?

All eligible projects fall into one of three categories:

Development	Development projects include the construction, renovation, replacement, etc. of eligible outdoor recreation facilities
Acquisition	Acquisition projects involve the acquisition, either through purchase, donation, or other legal means, of real estate to be used in direct support of public outdoor recreation and/or conservation
Combination	Combination projects include both the acquisition of real property and development of eligible outdoor recreation facilities

Generally speaking, any outdoor recreation site, facility, or permanently mounted equipment (e.g., basketball goals and soccer goals) that will be open to the public is eligible for funding. Enclosed facilities that are in direct support of public outdoor recreation (e.g., rest rooms and concession stands) are also eligible for funding. Community centers and indoor facilities that do not directly support outdoor recreation are not eligible for funding. Programming, staffing, and other ongoing costs (such as routine maintenance) are likewise ineligible. Please consult with your Project Officer if you have any specific questions about eligibility of proposed facilities.

What May a Project Sponsor Use as Their Match?

Along with funds from the project sponsor's bank account(s), the project sponsor's match may come from materials purchased by the project sponsor, employee labor provided by the project sponsor, and the use of equipment owned by the project sponsor. Donated labor, services, equipment use, material, and/or the value of donated land acquired for the project may also be submitted as sponsor match. Please consult with your Project Officer if you have any specific questions about what may be used as a project sponsor's match.

How Do I Get Awarded a Grant?

Applicants must submit all Required Materials before the application deadline and have a sufficient Priority Rating System (PRS) score. To be considered for a grant award, the highest scoring applications will be invited to present their project in front of the Governor Appointed Outdoor Recreation Grants Advisory Committee (Committee). The Committee will submit their funding recommendations to the ADPHT Executive Director for review. The application process is outlined in Chapter 2.

Chapter 2

Application Process

Step 1: Access Your Application

The Outdoor Recreation Matching Grant application can be found at www.outdoorgrants.com.

The application includes 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 the required forms.

Step 2: Begin the Application Checklist

Required Materials Checklist

Items in this section must be submitted with your application before the application deadline. Land acquisition may not be applicable to all projects. If an application is submitted without one or more required materials, the application will be marked as “deficient”. Deficient applications can be corrected during the Deficiency Period (see step 5).

Priority Rating System Checklist

The items within this checklist are what generate your application’s score. Although these items are not required, completion of this checklist can be consequential to the success of your application. All items must be submitted with your application before the application deadline. Application scores will be based on the original submittal of application and cannot be adjusted during the Deficiency Period.

Step 3: Submit Your Application

Applications must be submitted as a hard copy and postmarked no later than August 26th. Please email 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 review applications for deficiencies and score applications with the Priority Rating System (PRS) which can be found on pages 41-43 of this guide. The Priority Rating System Checklist (step 2) outlines what applicants will be graded on. Once grading is complete, applications will be ranked by their PRS score from highest to lowest.

Step 5: The Deficiency Period

Applicants may receive a letter indicating one or more required documents that are missing, incomplete, or inaccurate. The deficiency letter will include the date by which all deficiencies must be corrected and submitted back to the Project Officer. Applicants who do not correct all deficiencies may be disqualified. As a reminder, application scores are final and cannot be adjusted in the deficiency period.

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 they have been selected to appear before the Committee.

Applicants invited to the Grant Hearings will present their project before the Committee. The invitation letter to the Grant Hearings will include the date, location, and time that applicants are scheduled to present their projects. Applicants who are not invited are encouraged to re-apply in the following grant cycle.

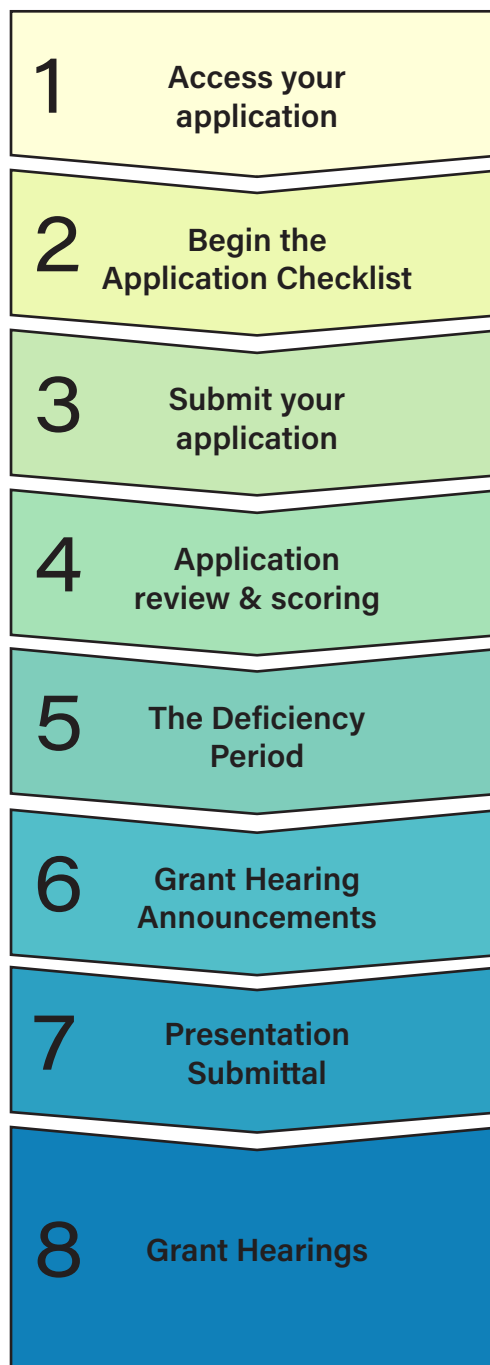
Invitations are determined by the application's PRS score. Staff will invite as many applicants as possible, starting with the highest PRS scores, until the total amount of grant funds requested equals twice the amount of grant funds available.

For example, if the program has one million dollars in grant funds available, the number of invited applicants will be limited to a total of two million dollars of requested funds.

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 PRS points required will be during any given cycle.

The Application Process



Step 7: Presentation Submittal / Grant Hearings

Applicants invited to the Grant Hearings will each be given eight (8) minutes to present their proposal to the Committee. This presentation may take the form of a slideshow, video, or persuasive speech (with or without visual aids). Additional materials are not required. However, applicants wishing to use additional materials, must produce and provide all materials necessary for their presentation.

Applicants using electronic media for their presentation should submit it on a thumb drive (USB port / configured for PC) to the Program office no later than September 30 in order to be loaded into the Program's laptop and checked for compatibility. Thumb drives submitted later than September 30 and found to be incompatible with the Program's laptop cannot be guaranteed sufficient time for correction.

Applicants using traditional visual aids (e.g., posterboard, flannel board, etc.) should submit digital images of all materials, including a script or program description, to their Project Officer no later than September 30 for review / approval by the Program Director. Project Officer will notify applicant of approval or required changes. Failure to submit this material by September 30 will jeopardize applicant's ability to receive approval of, or make changes to, the presentation in time for the grant hearing.

Program staff will make every effort to ensure electronic media are presented without a hitch, including previewing the material on the Program's laptop prior to the hearing. However, staff is not responsible for technical difficulties that may occur on the day of the hearing. Applicants should be prepared to speak about their project proposal in the event of equipment malfunction. Backup material / handouts will be allowed, presuming the additional materials have been submitted and approved prior to the hearing, or are merely physical renditions of the approved electronic presentation.

Presentation materials should be appropriate for audiences of all ages. Religious and political themes should be avoided, as projects funded by the Program are intended for use by all members of the community regardless of creed. Do not use animals or human beings as props for, or participants in, any physical presentation. This includes bringing members of potential user groups, such as children or athletic teams, into the hearing space. Electronic presentations may feature specific user groups, but applicants should refrain from overt emotional manipulation. Violation of these rules may result in disqualification of the applicant's proposal. The Program Director will have final approval of all proposed presentations.

Any representative of the applicant may appear before the Committee. The Chief Executive Officer is encouraged (but not required) to be present to answer any questions regarding funding / maintenance.

Step 8: Recommendations for Funding

Priority will be given to applicants who appear to have the greatest need, that have a suitable site for the proposed development, 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.

Important Dates to Remember

April	Outdoor Recreation Matching Grant Application Guide available
April-June	ADPHT staff conduct application workshops
June 24, 2022	Last day to advertise a public meeting for maximum PRS score
June 30, 2022	Last day to arrange a site visit for maximum PRS score
	Last day to hold a public meeting for maximum PRS score
	Last day to conduct community outreach for maximum PRS score
August 26, 2022	APPLICATION DEADLINE
October 26 - 28, 2022	Grant Hearings

Chapter 3

Application Materials

The following are brief explanations of what is required for an application to be eligible, and what is optional to earn Priority Ratings System points. Detailed instructions are listed under each category.

You'll receive one PRS point for including a table of contents with your finished application. The Application Checklist on the next page has a space beside each item for page numbers, and you may use this as a template for your table of contents with your application.

Required Materials Checklist

Each applicant must submit all items that fall under the title "Required Materials". Applications will be marked as "deficient" if an applicant submits any of these items incorrectly or neglects to include any required item before the grant application deadline. These applicants will receive a letter outlining deficiencies in their application and have until the end of September to correct them. See pages 9-11 to review the Required Materials for all Matching Grant Applications.

Required for Land Acquisition

If your application includes obtaining land for public outdoor recreation, you are required to submit several materials in addition to the required materials listed above. Not all forms of land acquisition will require the same documents. It is **HIGHLY RECOMMENDED** that you consult with your Project Officer immediately if your project involves land acquisition. See pages 26-27 for details regarding land acquisition.

Priority Rating System Checklist

In the event total requested funding exceeds twice the amount of available funding, the Priority Ratings System (PRS) determines which applicants will be invited to the Grant Hearings to present their project to the Committee, so these optional PRS points are very important! The more points you score on the PRS, the better your chance of being invited to appear before the Committee for funding consideration.

Application Checklist

Required Materials Checklist

- _____ 1) Cover Sheet*
- _____ 2) Project Narrative*
- _____ 3) Estimated Project Cost*
- _____ 4) SCORP Priority Assessment*
- _____ 5) Fund Source Assurance*
- _____ 6) Resolution
- _____ 7) Proof of Land Control
- _____ 8) Site Location Map
- _____ 9) Site Plan
- _____ 10) Project Boundary Map

Required for Land Acquisition

- _____ 1) Letter of Intent to Sell or Donate
- _____ 2) Deed of Proposed Acquisition
- _____ 3) Commitment for Title Insurance
- _____ 4) Plan for Delayed Development

Priority Rating System Checklist

- _____ 1) Table of Contents
- _____ 2) Date Site Visit Was Scheduled
- _____ 3) Community Outreach
- _____ 4) Public Meeting
- _____ 5) Parks Committee
- _____ 6) Fund Source Assurance
- _____ 7) Improved Barrier Free Access
- _____ 8) Improved Play Equipment
- _____ 9) Use of Licensed Design Professional
- _____ 10) Advanced Site Plan
- _____ 11) Grant History
- _____ 12) Open Projects
- _____ 13) Deficiency-free Application

* Indicates fillable forms available for download from www.outdoorgrants.com

Instructions - Required Materials

1. Cover Sheet (see page 14)

Applicant Information

The name and contact information of the city or county applying for the grant.

Applicant Preparer's Information

The name and contact information of the person who prepared the application.

Project Information

- a) A one-sentence description of the project
- b) List all parks included in the application

Estimated Funding

List the amount of funding requested and the amount of the applicant's match. Funding requested cannot exceed applicant's match.

2. Project Narrative (see page 15)

Project Description

Write a brief description of the proposed project. Include the name of the park(s), the items being applied for, and where the new items will be located.

Benefits Expected

Write a brief description of how this grant will impact your park. Discuss those who use the park and how the park will be used.

3. Estimated Project Cost (see page 16)

Development Costs

List all line items and estimated costs.

Line items should be "rounded up" to an appropriate number to include installation, freight, tax, or contingency costs. It is okay to overestimate development costs.

If a line item, such as concrete, will be in more than one park, please separate the costs for each park and write the costs on separate lines.

Acquisition Costs

If applicable, select the type of acquisition and list the property's estimated value.

NOTE: Applicants are not recommended

to purchase a formal appraisal during the application process.

Optional Costs

Administrative fees cannot exceed 10% of the total development costs shown in Box #1.

Landscape architectural, architectural, and/or engineering fees cannot exceed 12% of the total development costs shown in Box #1.

NOTE: Administration, landscape architecture, engineering, and architecture fees may only be reimbursed after commensurate development work has been completed.

List Your Line Items in Priority Order

Prioritize which line items should be prioritized in the event an application receives partial funding.

4. SCORP Priority Assessment (page 17)

The Statewide Comprehensive Outdoor Recreation Plan (SCORP) is a 5-year road map for improving public outdoor recreation in Arkansas. The SCORP was produced through research and a large-scale survey of Arkansas citizens and recreation providers (e.g., local park directors) in the state. The SCORP Priorities reflect the survey, and provide an idea of what kinds of projects the people of Arkansas would like to see in their communities.

Applicants are encouraged to describe the way(s) in which their project meets one or more of the SCORP Priorities. Project Officers will read all responses, and relay this information to the Committee. Points in this category are only relevant to applicants who are invited to the Grant Hearings. The Committee may consider SCORP responses when making recommendations for funding.

See pages 29-39 for more information on SCORP priorities.

Instructions - Required Materials

5. Fund Source Assurance (see page 18)

Categorize the source(s) of project funding that will pay for the line items on the Estimated Project Cost form.

6. City Council/Quorum Court Resolution (page 19)

A resolution documenting support of the grant application. The resolution must be from the current year and include the wording found on page 19.

7. Proof of Land Control

Deed

Required when the applicant already has ownership of the park to be developed.

Generally, reversionary clauses or any other clouds in a land title that are inconsistent with public outdoor recreational use are not allowed.

Additional Deeds may be requested by Project Officer after application submission.

Letter of Intent to Sell or Donate

Required if the application is to acquire land through fee-simple purchase and/or private donation. See page 11 for details.

Lease

Leased lands from state or federal agencies are the only leases eligible for grant funding. Submit a copy of the lease (or other formal land use agreement) with the application.

8. Site Location Map (see page 20)

A map that clearly shows:

1. Extent of the applicant's city/community
2. Location of the proposed project
3. Location of land acquisition (if applicable)

9. Site Plan (see page 21)

A site plan of the proposed project area. A basic site plan is required with your application. An advanced site plan can take the place of a basic site plan.

Basic Site Plan

Required and is not worth points on the PRS.

Must clearly show:

1. Project area
2. All application line items

Advanced Site Plan

Optional and is worth points on the PRS.

Must clearly show:

1. Proportionally accurate project area
2. All application line items
3. Existing facilities near the project area
4. Barrier-free access to all proposed facilities. Identify handicapped parking, paved walkways, ramps, bridges, etc.

10. Project Boundary Map (see page 22)

A map clearly showing the boundary lines of the proposed project area.

If the proposed project will be in an existing park, the entire park should be included within the boundary map. Drawing boundaries around an individual facility is not acceptable.

An example of a boundary map may be found on page 21.

NOTE: Everything located within the defined boundary must remain in outdoor recreation use in perpetuity

NOTE: Project Boundary Map and Site Layout Plan may be combined if the boundary lines, proposed site elements, and existing site elements of the park are clearly identified

Instructions - Land Acquisition

1. Letter of Intent to Sell or Donate

Required if the application is to acquire land through fee-simple purchase and/or private donation. The letter must come from the property owner and include the following:

1. Statement of intention to sell and/or donate
2. Legal description of property
3. Price of purchase (if applicable)
4. Signature from both parties

2. Deed of Proposed Acquisition

Please include a copy of the deed for the land you intend to acquire.

3. Commitment for Title Insurance

Only required if the land to be acquired does not come with a warranty deed. If this is the case, the application must include a letter addressed to the ORGP Director with a statement of intention to purchase title insurance upon grant award and must be signed by the applicant's CEO.

4. Plan for Delayed Development

Only required if the application is to acquire land for delayed development.

1. A letter that contains the following:
 - a. Why the acquisition is necessary
 - b. Description of property's current use
 - c. Description of property's future use
 - d. A list of estimated completion dates for each facility and site element
 - e. Proposed methods and sources of funding
2. Site plan showing:
 - a. Future facilities and site elements
 - v Provisions for public access if a conservation project
3. Interim Plans for the Site
 - a. Current use(s) of the site
 - b. How the site can be used by the public until it is developed

Instructions - Priority Rating System

The Priority Rating System (PRS) is used to score Outdoor Recreation Matching Grant applications. The following items are not required, but completion of this section can be consequential to your application's success. Application scores will not be amended after the application deadline.

1. Table of Contents

A table of contents with corresponding page numbers. The "Application Checklist" may be used as a template.

2. Date Site Visit Was Scheduled

Determined by the date the Project Officer was contacted to schedule a site visit.

3. Community Outreach

Applicant met one or more of the community outreach requirements listed in Appendix A.

4. Parks Committee

Applicants who have an active parks committee will receive two points on the PRS if they provide the following in their application:

List of Committee Members

If your city has a parks committee, please list the names of the appointed individuals and their terms of office. Please indicate if the individuals do not have terms of office.

Minutes of Park Committee Meetings

Include the minutes from committee meetings that have occurred within the past 12 months.

5. Public Meeting

Applicant met the public meeting requirements listed in Appendix B.

6. Fund Source Assurance

Project Officers will review the Fund Source Assurance form and assign PRS points based on if the project's funding is:

- 1.) All cash value
- 2.) Combination of cash value and promised donations
- 3.) Mostly promised donations

Projects with all cash value will be prioritized.

7. Improved Barrier Free Access

Application will construct barrier free access to existing facilities within one or more parks. Example: Constructing a new accessible path to an existing facility or modifying an existing facility to meet accessibility standards. Applicants will also receive points if all existing parks within their jurisdiction already meet the barrier free access standards listed above.

8. Improved Play Equipment

Application will improve existing play equipment by meeting CPSC and/or ADA safety standards. Examples of this include:

1. Installing compliant impact surfacing
2. Replacing non-compliant play equipment

CPSC= Consumer Product Safety Commission
ADA= Americans with Disabilities Act

9. Use of Licensed Professional

Applicants provided a letter signed by their Chief Executive Officer committing to the use of a licensed professional. A licensed design professional can be a landscape architect, architect, engineer, or a licensed tradesman such as a plumber or electrician. All licensed professionals must be registered in the state of Arkansas.

Instructions - Priority Rating System

10. Advanced Site Plan

Site plan(s) that include and identify the following will receive points on the PRS:

1. Proportionally accurate project area
2. All application line items
3. Existing facilities near the project area
4. Barrier-free access to all proposed facilities and existing facilities near the project area. Identify handicapped accessible parking, paved walkways, ramps, bridges, etc.

11. Grant History

Determined by the last time the applicant was awarded a Matching or FUN Park grant from this program. State fiscal years are used as a determining factor.

Please contact your Project Officer if this information is unknown.

12. Open Projects

Determined by the status of previous Matching or FUN Park grants at the time of the application's submittal.

13. Deficiency-free Application

Applications are deficiency-free when all required application materials are submitted before the application deadline.

Required application materials are clearly outlined on the application checklist.

Outdoor Recreation Matching 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: 100%;" type="text" value="Sampleville"/>		b. Applicant Type <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> County											
c. Mailing Address <input style="width: 100%;" type="text" value="P.O. Box 1234"/>		d. Do you have an active parks committee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No											
2. APPLICATION PREPARER'S INFORMATION													
a. Name <input style="width: 100%;" type="text" value="Jane Doe"/>	b. Mailing Address <input style="width: 100%;" type="text" value="P.O. Box 1234"/>	c. Phone Number <input style="width: 100%;" type="text" value="(123) 456-7890"/>											
3. PROJECT INFORMATION													
a. Title of Project <input style="width: 100%;" type="text" value="Sampleville City Park walking trail, playground, and pavilion"/>													
b. Park(s) to be Developed and/or Acquired <div style="margin-left: 40px;"> Park 1 Park Name <input style="width: 150px;" type="text" value="Sampleville City Park"/> Physical Address <input style="width: 550px;" type="text" value="123 Main St, Sampleville, AR 72960"/> </div> <div style="margin-left: 40px; margin-top: 20px;"> Park 2 Park Name <input style="width: 150px;" type="text"/> Physical Address <input style="width: 550px;" type="text"/> </div> <div style="margin-left: 40px; margin-top: 20px;"> Park 3 Park Name <input style="width: 150px;" type="text"/> Physical Address <input style="width: 550px;" type="text"/> </div>													
4. TOTAL PROJECT COST													
NOTE: The amount requested must be equal or less than the applicant's match <table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">Amount Requested</td> <td></td> <td style="text-align: right;">Applicant's Match</td> <td></td> <td style="text-align: right;">Total Project Cost</td> </tr> <tr> <td style="text-align: right;"><input style="width: 150px;" type="text" value="\$ 100,000.00"/></td> <td style="text-align: center; vertical-align: middle;">+</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="\$ 100,000.00"/></td> <td style="text-align: center; vertical-align: middle;">=</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="\$ 200,000.00"/></td> </tr> </table>				Amount Requested		Applicant's Match		Total Project Cost	<input style="width: 150px;" type="text" value="\$ 100,000.00"/>	+	<input style="width: 150px;" type="text" value="\$ 100,000.00"/>	=	<input style="width: 150px;" type="text" value="\$ 200,000.00"/>
Amount Requested		Applicant's Match		Total Project Cost									
<input style="width: 150px;" type="text" value="\$ 100,000.00"/>	+	<input style="width: 150px;" type="text" value="\$ 100,000.00"/>	=	<input style="width: 150px;" type="text" value="\$ 200,000.00"/>									
5. CHIEF EXECUTIVE OFFICER													
a. Name <input style="width: 100%;" type="text" value="John T. Jones"/>		b. Title <input style="width: 100%;" type="text" value="Mayor"/>											
c. Phone Number <input style="width: 100%;" type="text" value="(123) 456-7890"/>		d. Email <input style="width: 100%;" type="text" value="samplevillemayor@email.com"/>											
e. Signature of Chief Executive Officer <div style="display: flex; justify-content: space-between;"> <div> Signature _____ </div> <div> Date 06/01/2099 _____ </div> </div>													

REVISED DEC 2020

EXAMPLE

EXAMPLE

Outdoor Recreation Matching Grant Project Narrative Outdoor Recreation Grants Program Arkansas Department of Parks, Heritage and Tourism		Applicant Name <div style="border: 1px solid black; padding: 2px;">City of Sampleville</div>
1. PROJECT DESCRIPTION		
<p><i>What improvements are you applying for?</i></p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>The city of Sampleville would like to improve the Sampleville City Park by installing a walking trail, a pavilion, an all-inclusive playground, a parking lot, and site amenities such as benches and trash receptacles. All of these items will be connected with accessible concrete sidewalks and an asphalt parking lot.</p> <p>The parking lot, pavilion, and playground will be located in the southern section of the park. The walking trail will wind in and out of the trees throughout the northern section of the park. The playground will be an all-inclusive design to accommodate users who are physically impaired. This will be the first all-inclusive playground in Sampleville.</p> <p>It is also worth noting that the Sampleville Booster Club has said they will donate \$50,000 cash toward this project. A statement from the Sampleville Booster club has been attached to the back of this application's Project Fund Source Assurance form.</p> </div>		
2. BENEFITS EXPECTED		
<p><i>How will this grant impact your park?</i></p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Sampleville residents presently walk the city streets because the city does not have a walking trail. This trail will give residents a safe place to walk. The all-inclusive playground will benefit all children, especially children and adults who experience a form of physical impairment. This playground will be the first all-inclusive playground in a 30 minute radius from Sampleville. The pavilion will have multiple uses, including giving parents a place to sit and rest while they watch their children play on the playground.</p> </div>		
3. CHIEF EXECUTIVE OFFICER		
a. Name <div style="border: 1px solid black; padding: 2px;">John T. Jones</div>	b. Title <div style="border: 1px solid black; padding: 2px;">Mayor</div>	
c. Phone Number <div style="border: 1px solid black; padding: 2px;">(123) 456-7890</div>	d. Email <div style="border: 1px solid black; padding: 2px;">samplevillemayor@email.com</div>	
e. Signature of Chief Executive Officer <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> Signature _____ </div> <div style="width: 45%;"> Date 06/01/2099 _____ </div> </div>		

REVISED JAN 2020

Outdoor Recreation Matching Grant Estimated Project Cost Outdoor Recreation Grants Program Arkansas Department of Parks, Heritage and Tourism		Applicant Name City of Sampleville
1. DEVELOPMENT COSTS		
Park Name	Line Item	Cost
City Park	Pavilion	\$ 30,000.00
"	Picnic Tables	\$ 2,000.00
"	Trash Receptacles	\$ 500.00
"	Benches	\$ 1,500.00
"	Playground	\$ 55,000.00
"	Asphalt Trail	\$ 80,000.00
"	Asphalt Parking Lot	\$ 10,000.00
		\$
TOTAL		\$ 179,000.00
2. ACQUISITION METHOD		3. ADMINISTRATIVE AND PLANNING COSTS (OPTIONAL)
<input type="checkbox"/> Purchase <input type="checkbox"/> Donation <input checked="" type="checkbox"/> N/A LAND VALUE \$ 0.00		Administration (Up to 10% of Box #1) \$ 0.00 Architecture/Engineering (Up to 12% of Box #1) \$ 21,000.00 TOTAL \$ 21,000.00
4. TOTAL COST		
Development \$ 179,000.00	+ Land Value \$ 0.00	+ Admin/Planning \$ 21,000.00 = Total Project Cost \$ 200,000.00
5. PROJECT PRIORITY LIST		
List the Line Items and Land Acquisition from highest to lowest priority		
1.	Asphalt Trail	
2.	Parking Lot	
3.	Pavilion	
4.	Picnic Tables	
5.	Benches	
6.	Trash Receptacles	
7.	Playground	
8.		
6. CHIEF EXECUTIVE OFFICER		
a. Name John T. Jones	b. Title Mayor	
c. Phone Number (123) 456-7890	d. Email samplevillemayor@gmail.com	
e. Signature of Chief Executive Officer		
Signature _____		Date 6/1/2099 _____

EXAMPLE

EXAMPLE

REVISED DEC 2020

Outdoor Recreation Matching Grant SCORP Priority Assessment Outdoor Recreation Grants Program Arkansas Department of Parks, Heritage and Tourism		Applicant Name <div style="border: 1px solid black; padding: 2px; display: inline-block;">City of Sampleville</div>
1. SCORP PRIORITIES		
<p><i>Review pages 15-26 of the Arkansas SCORP and address at least one of the following priorities:</i></p> <p>a. Connectivity: Making connections to communities and facilities that are currently disconnected</p> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div> <p>b. Community: Fostering community interaction through projects that fit into the rhythms of everyday life</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="color: red;">There aren't any pavilions close to the Sampleville City Park. Building a pavilion in this park will be a resource for birthday parties, family reunions, a farmers market, etc.</p> </div> <p>c. Innovation: Maximizing resources and creating new experiences by re-purposing neglected facilities</p> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div> <p>d. Accommodation: Adapting to changing demographics and recognizing marginalized populations</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="color: red;">Sampleville has residents who have some form of physical impairment. An all-inclusive playground will allow those with a cane or those in a wheelchair to experience and enjoy the playground the same as someone without a physical impairment.</p> </div> <p>e. Stewardship: Preserving and re-purposing the built environment while conserving and protecting the natural one</p> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>		
2. CHIEF EXECUTIVE OFFICER		
a. Name <div style="border: 1px solid black; padding: 2px; display: inline-block;">John T. Jones</div>	b. Title <div style="border: 1px solid black; padding: 2px; display: inline-block;">Mayor</div>	
c. Phone Number <div style="border: 1px solid black; padding: 2px; display: inline-block;">(123) 456-7890</div>	d. Email <div style="border: 1px solid black; padding: 2px; display: inline-block;">samplevillemayor@email.com</div>	
e. Signature of Chief Executive Officer <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="text-align: center;"> Signature _____ </div> <div style="text-align: center;"> Date 06/01/2099 _____ </div> </div>		

REVISED JAN 2020

Outdoor Recreation Matching Grant Fund Source Assurance Outdoor Recreation Grants Program Arkansas Department of Parks, Heritage and Tourism		Applicant Name <div style="border: 1px solid black; padding: 2px; display: inline-block;">City of Sampleville</div>																														
1. TOTAL PROJECT COST																																
Please use the same amounts shown on the Cover Sheet <table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">Amount Requested</td> <td></td> <td style="text-align: right;">Applicant's Match</td> <td></td> <td style="text-align: right;">Total Project Cost</td> </tr> <tr> <td style="text-align: right;"><div style="border: 1px solid black; padding: 2px; display: inline-block;">\$ 100,000.00</div></td> <td style="text-align: center;">+</td> <td style="text-align: right;"><div style="border: 1px solid black; padding: 2px; display: inline-block;">\$ 100,000.00</div></td> <td style="text-align: center;">=</td> <td style="text-align: right;"><div style="border: 1px solid black; padding: 2px; display: inline-block;">\$ 200,000.00</div></td> </tr> </table>			Amount Requested		Applicant's Match		Total Project Cost	<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$ 100,000.00</div>	+	<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$ 100,000.00</div>	=	<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$ 200,000.00</div>																				
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<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$ 100,000.00</div>	+	<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$ 100,000.00</div>	=	<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$ 200,000.00</div>																												
2. PROJECT PAYMENT METHOD																																
How will you pay for the Total Project Cost? <input type="checkbox"/> All Cash Value <input checked="" type="checkbox"/> Combination of Cash Value and Promised Donations <input type="checkbox"/> Mostly Promised Donations																																
3. CASH VALUE	4. PROMISED DONATIONS																															
What types of Cash Value will be used? <table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">Available Funds</td> <td style="text-align: right;">\$</td> <td style="border: 1px solid black; padding: 2px; display: inline-block;">125,000.00</td> </tr> <tr> <td style="text-align: right;">In-Kind Labor</td> <td style="text-align: right;">\$</td> <td style="border: 1px solid black; padding: 2px; display: inline-block;">25,000.00</td> </tr> <tr> <td style="text-align: right;">In-Kind Equipment Use</td> <td style="text-align: right;">\$</td> <td style="border: 1px solid black; padding: 2px; display: inline-block;"></td> </tr> <tr> <td style="text-align: right;">+ Land Acquisition Value</td> <td style="text-align: right;">\$</td> <td style="border: 1px solid black; padding: 2px; display: inline-block;"></td> </tr> <tr> <td style="text-align: right;">SUM</td> <td style="text-align: right;">\$</td> <td style="border: 1px solid black; padding: 2px; display: inline-block;">150,000.00</td> </tr> </table>	Available Funds	\$	125,000.00	In-Kind Labor	\$	25,000.00	In-Kind Equipment Use	\$		+ Land Acquisition Value	\$		SUM	\$	150,000.00	What donations have been promised to the applicant? <table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">Donated Cash</td> <td style="text-align: right;">\$</td> <td style="border: 1px solid black; padding: 2px; display: inline-block;">50,000.00</td> </tr> <tr> <td style="text-align: right;">Donated Labor</td> <td style="text-align: right;">\$</td> <td style="border: 1px solid black; padding: 2px; display: inline-block;"></td> </tr> <tr> <td style="text-align: right;">Donated Materials</td> <td style="text-align: right;">\$</td> <td style="border: 1px solid black; padding: 2px; display: inline-block;"></td> </tr> <tr> <td style="text-align: right;">+ Donated Equipment Use</td> <td style="text-align: right;">\$</td> <td style="border: 1px solid black; padding: 2px; display: inline-block;"></td> </tr> <tr> <td style="text-align: right;">SUM</td> <td style="text-align: right;">\$</td> <td style="border: 1px solid black; padding: 2px; display: inline-block;">50,000.00</td> </tr> </table>		Donated Cash	\$	50,000.00	Donated Labor	\$		Donated Materials	\$		+ Donated Equipment Use	\$		SUM	\$	50,000.00
Available Funds	\$	125,000.00																														
In-Kind Labor	\$	25,000.00																														
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+ Land Acquisition Value	\$																															
SUM	\$	150,000.00																														
Donated Cash	\$	50,000.00																														
Donated Labor	\$																															
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+ Donated Equipment Use	\$																															
SUM	\$	50,000.00																														
5. FUND SOURCE SUMMARY																																
<table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">CASH VALUE</td> <td></td> <td style="text-align: right;">DONATIONS</td> <td></td> <td style="text-align: right;">TOTAL PROJECT COST</td> </tr> <tr> <td style="text-align: right;">\$</td> <td style="border: 1px solid black; padding: 2px; display: inline-block;">150,000.00</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="border: 1px solid black; padding: 2px; display: inline-block;">50,000.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">=</td> <td style="text-align: right;">\$</td> <td style="border: 1px solid black; padding: 2px; display: inline-block;">200,000.00</td> </tr> </table>			CASH VALUE		DONATIONS		TOTAL PROJECT COST	\$	150,000.00	+	\$	50,000.00			=	\$	200,000.00															
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6. CHIEF EXECUTIVE OFFICER																																
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e. Signature of Chief Executive Officer <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>Signature _____</div> <div>Date 06/01/2099 _____</div> </div>																																

REVISED DEC 2020

EXAMPLE

EXAMPLE

RESOLUTION NO. 12-3456

WHEREAS, SAMPLEVILLE, Arkansas seeks to improve the recreation facilities and wishes to seek grant funding assistance; and

WHEREAS, in order to obtain the funds necessary to develop and/or improve the site for such a recreation area, it is necessary to obtain an Outdoor Recreation Matching Grant from the Arkansas Department of Parks, Heritage and Tourism; and

WHEREAS, the plans for such recreation areas have been prepared and the price therefore has been established; and

WHEREAS, this governing body understands the grantee and grantor will enter into a binding agreement which obligates both parties to policies and procedures contained within the Outdoor Recreation Matching Grant Application Guide, including, but not limited to, the following; the park area defined by the project boundary map, submitted with the application, must remain in outdoor recreation use in perpetuity, regardless if the property is bought or developed with matching grant funds and; all future overhead utility lines within the project boundary must be placed underground and; the project area must remain open and available for use by the public at all reasonable times of the day and year; facilities can be reserved for special events, league play, etc. but cannot be reserved, leased or assigned for exclusive use, and; the project area must be kept clean, maintained, and operated in a safe and healthful manner.

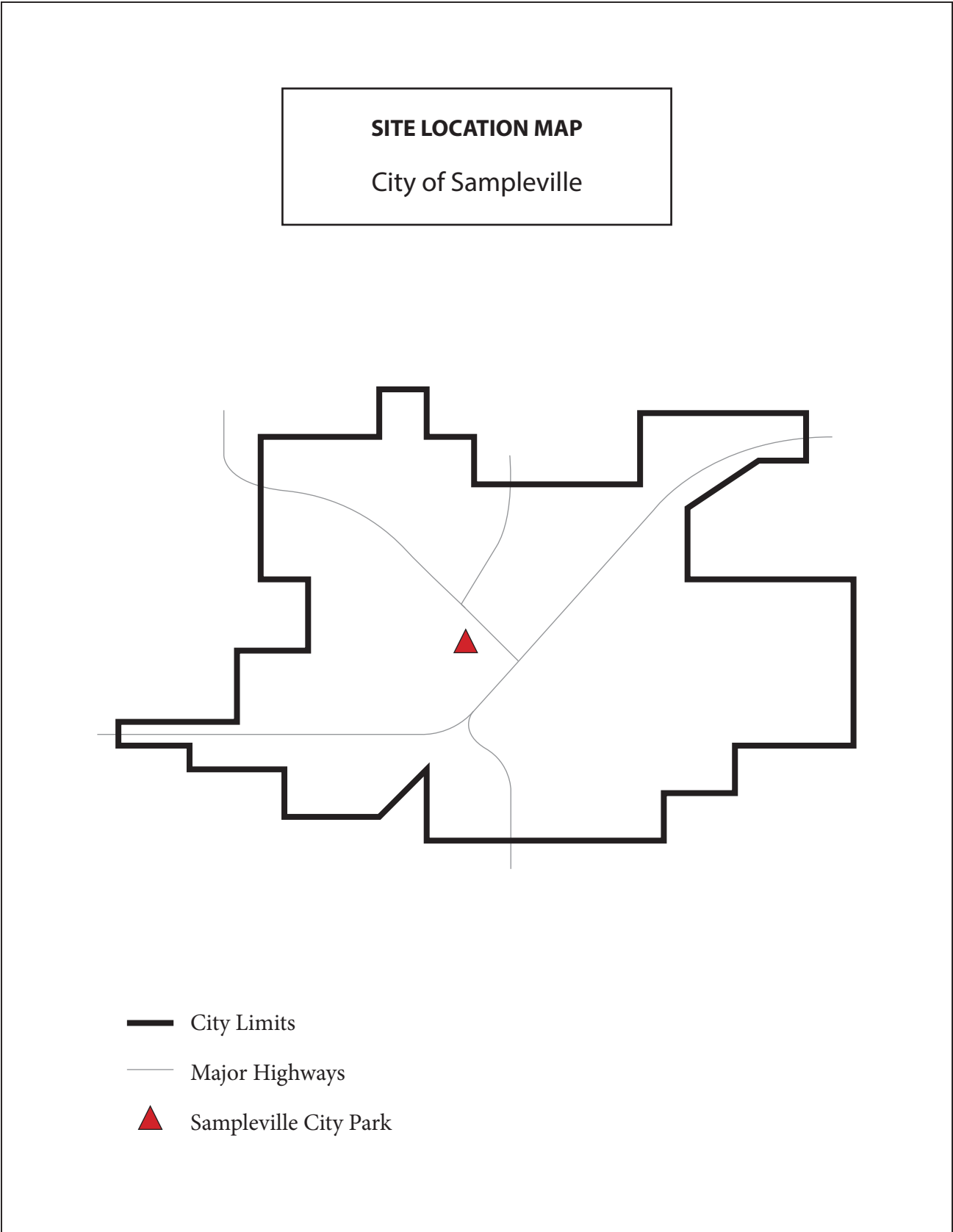
City Council/Quorum Court is well aware and apprised of the above-mentioned project, and will provide the local portion of the development cost of the entire project.

NOW, THEREFORE, BE IT RESOLVED by the City Council/Quorum Court of SAMPLEVILLE, Arkansas that the Mayor/County judge is hereby authorized to make application to the Arkansas Department of Parks, Heritage and Tourism for assistance to develop recreational facilities for the City/County.

Passed this 1st day of July, 2099.

APPROVED _____
Mayor/County Judge Clerk

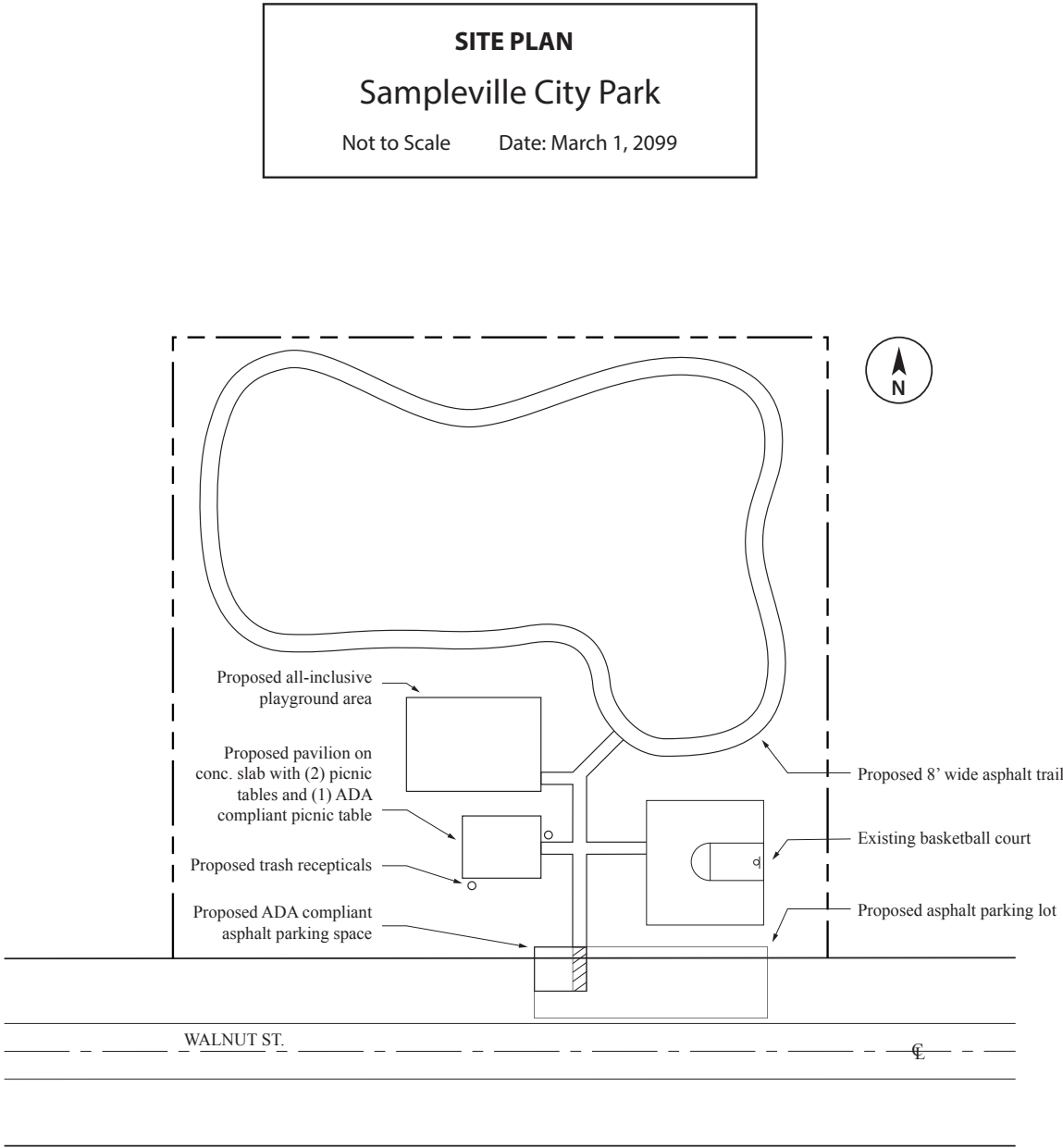
EXAMPLE



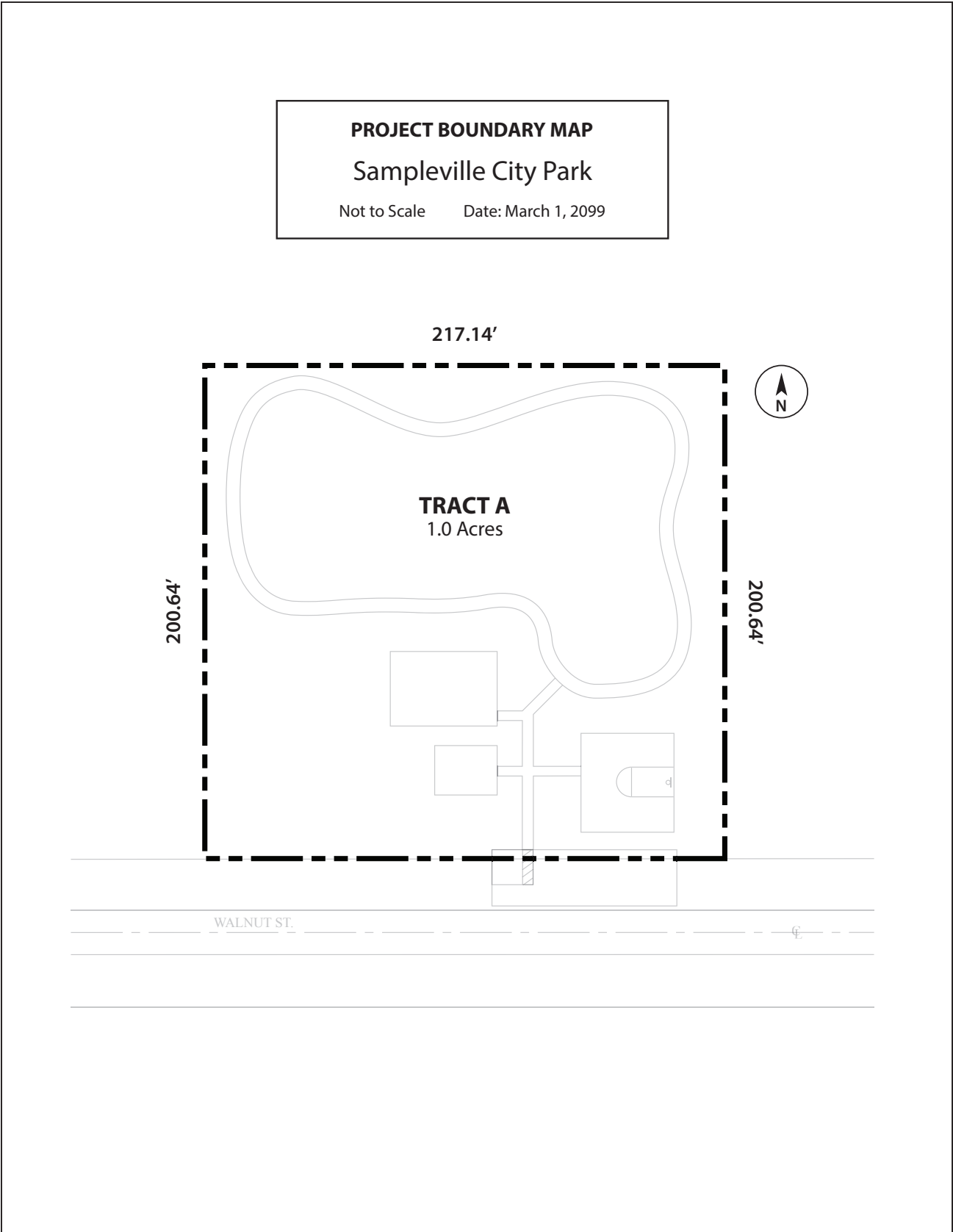
EXAMPLE

EXAMPLE

EXAMPLE



EXAMPLE



EXAMPLE

Please use the announcement below as a guide for the public notice to be placed in the local newspaper or printed notices posted in public places:

EXAMPLE

PUBLIC MEETING INVITATION

The **City of Sampleville** invites its citizens and other interested persons to a public meeting at City Hall, **200 Second Street, Sampleville, Arkansas**, on **Tuesday, June 25, 2099** at **6:30 p.m.**

The purpose of the meeting is to identify potential outdoor park and recreation needs and priorities. Following the identification process, city officials will select those priorities to be submitted to the Arkansas Department of Parks, Heritage and Tourism for an Outdoor Recreation Matching Grant application. **Ethnic minorities, persons with disabilities, senior citizens, and special interest groups are encouraged to attend and participate.**

For those unable to attend the meeting, you may phone **501-555-5555**. Written comments may be submitted to **P.O. Box 1234, Sampleville, AR 72960**.

EXAMPLE

Appendix A

Community Outreach

Applicants are strongly encouraged to conduct community outreach prior to their mandatory public meeting. Outreach may include in-person meetings, scheduled visits, posts on social media, or by appearing on a radio or television broadcast. To qualify as community outreach, efforts must ask for public comment on something related to the proposed project. **Advertising the public meeting does not count as community outreach.**

This activity encourages applicants to engage with special interest groups and under-served persons in your community who may not attend a public meeting. Outreach efforts should be structured in a way that the applicant can reasonably expect to receive the greatest involvement within their community.

Applicants will receive points on the Priority Rating System (PRS) for completing outreach activities. Only traditional in-person meetings can be held multiple times for multiple points. Partial points will be given to outreach efforts that do not meet one or more of the requirements listed below.

In-Person Meetings (Ethnic/racial minority groups, persons with special needs, senior citizens, school children, etc.)

1. Name of group contacted
2. Date of contact or meeting
3. Sign-in or registration sheet
4. Minutes or notes of input received

Social Media (Facebook, Twitter, etc)

Screenshot(s) containing:

1. Name of organization
2. Date posted
3. Content of post
4. Comments and responses, if any

Reminder:

Multiple efforts in the social media category will only count as one activity

Media Broadcast (Radio or Television)

Written statement from applicant's CEO certifying:

1. Type of media broadcast
2. Name of broadcasting organization
3. Summary of what was discussed

Reminder:

Multiple efforts in the media broadcast category will only count as one activity

Appendix B

Public Meeting

Applicants are strongly recommended to hold a public meeting. The purpose of a public meeting is to give citizens the opportunity to comment on the proposed project.

Advertising a Public Meeting

To receive PRS points, applicants must advertise their public meeting at least 7 days in advance. The advertisement must include the wording contained on page 23. Applicants are encouraged to advertise their public meeting by newspaper publication, but applicants may use posted notices instead if local officials believe this method will result in a better meeting turnout.

Newspaper Publications must appear in a newspaper of greatest local circulation.

Applications must include the following:

1. Proof of publication
2. Newspaper clipping showing date of publication

Posted Notices must be placed in prominent locations throughout the community.

Applications must include the following:

1. Copy of posted notice
2. Letter from applicant's CEO (mayor, county judge, or city manager) listing posted locations and the dates they were posted

Holding a Public Meeting

The public meeting should be held at a time and place convenient for the majority of the community.

Applications must include the following:

1. Minutes of the meeting
2. Sign-in sheet

Minutes of the meeting should include statements and suggestions from the general public expressing local needs and priorities. Statements of landowners adjacent to the park should be included when applicable.

Sign-in sheets should indicate the name, address, and, if applicable, organizational affiliation of those attending.

Appendix C

Land Acquisition Information

Applicants may apply for a grant to acquire lands and waters to establish a new park, expand an existing park, establish a conservation area, or acquire any other property dedicated to outdoor recreation. Land may be acquired through fee-simple purchase or private donation. Please contact your project officer as soon as possible if you are planning to acquire property.

There are three types of acquisition projects:

Acquisition for immediate development means the applicant intends to construct outdoor recreation facilities as soon as the property has been purchased.

Acquisition for delayed development means the applicant will purchase land with the intention of constructing outdoor recreation facilities in the future. During the period of time between acquisition and development, the property must be open for public recreation purposes to the extent to which the land is suitable or which can be achieved with a minimum public investment. Non-recreational uses, such as farming, that occurs on the property at the time of acquisition must cease prior to a grantee's request for reimbursement.

Acquisition for preservation/protection means the applicant intends to purchase land primarily for conservation or educational purposes. Projects in this category must install provisions for public access that meet accessibility standards.

Guidelines for Land Acquisition

1. Donated property must be in private ownership, not public ownership, at the time of acquisition
2. Generally, reversionary clauses or any other clouds in a land title that are inconsistent with public outdoor recreational use are not allowed
3. Title to the land should not be taken until a state contract authorizing Outdoor Recreation Matching Grant funding for the acquisition is completed, unless applicant has received prior approval from ADPHT.
5. The appraised value of property may be used as a portion or all of the project sponsor's match. Successful applicants will be required to submit either a finding of value or formal appraisal after grant approval.

NOTE: Applicants are not recommended to purchase an appraisal prior to receiving a grant award.

Finding of Value

For property with an anticipated value of \$25,000 or less, a written finding of value prepared by a knowledgeable person such as a real estate broker, banker, or local appraiser can be provided. This document should include a statement of the preparer's experience, qualifications, a short description of the factors considered, and the means by which a conclusion was reached. The written finding of value can be submitted after grant award.

Formal Appraisal

For property with an anticipated value of \$25,000 or more, a formal appraisal must be purchased after the grant is awarded. The appraisal must comply with the Uniform Standards of Professional Appraisal Practice (USPAP) <http://www.uspap.org>.

6. If acquiring land for any purpose, applicants are required to submit a letter of intent to sell or a letter of intent to donate from the property owner (see page 11).
7. If acquiring land without a warranty deed, applicants are required to submit a letter of commitment for title insurance (see page 11).
8. If acquiring land for delayed development, Applicants are required to submit a plan for delayed development (see page 11).

Appendix D

Matching Grant Requirements

If you receive an Outdoor Recreation Matching Grant, you must adhere to the following requirements:

1. Applicants should not begin construction or take title of land until a state contract between the State and sponsor is completed, unless applicant has otherwise requested and received approval from ADPHT.
2. Project sponsors must identify the boundaries of their public park project. Once the boundaries have been identified by the local project sponsor and provided to the Department of Parks, Heritage and Tourism, all facilities constructed within that boundary, at any future time, must be in compliance with the provisions contained within this guide.
3. Property acquired or developed with grant funds must be retained for nothing other than public outdoor recreation use in perpetuity. Property that has been converted to any private and/or non-outdoor recreation use must be replaced by the project sponsor with lands of equal or greater real estate value and recreation usefulness.
4. Site inspections will be made by Department of Parks, Heritage and Tourism staff periodically during construction and at least once every five years after the project's completion. Project sponsors who fail to maintain the grant-assisted site for public use may jeopardize future eligibility for Outdoor Recreation Matching Grant funds.
5. Outdoor Recreation Matching Grant-funded facilities must be accessible to persons with physical impairments.
6. All funded projects must be open to entry and use by all persons regardless of race, color, religion, sex, or national origin. Discrimination on the basis of residence, including preferential reservation or membership systems, is prohibited, except to the extent that reasonable differences in admission and other fees may be maintained on the basis of residence.
7. Property acquired or developed with Outdoor Recreation Matching Grant funding assistance shall be maintained so as to be safe and accessible to the public. Site improvements shall be kept in reasonable repair.
8. The property shall be kept open for public use at reasonable hours and times of the year, according to the type of area or facility.
9. Participants may impose reasonable limits on the type and extent of use of areas and facilities acquired or developed with Outdoor Recreation Matching Grant assistance when such a limitation is necessary for maintenance or preservation. Limitations may be imposed on the type of users (e.g. hunters, four-wheelers, etc.).
10. Overhead utility lines are discouraged within the project boundary. All future overhead lines must be placed underground if possible. This applies to any overhead lines including electric lines, phone lines, etc. The cost of burying overhead lines may be included in an Outdoor Recreation Matching Grant application.
11. Administration, landscape architecture, engineering, and architecture fees may only be reimbursed after commensurate development work has been completed.
12. A permanent sign indicating that Outdoor Recreation Matching Grant funds were used to acquire and/or develop public outdoor recreation facilities must be maintained within the park. The Arkansas Department of Parks, Heritage and Tourism will provide the grantee a small sign to be mounted in a prominent location within the park.

Appendix E

SCORP Priorities

The *Statewide Comprehensive Outdoor Recreation Plan (SCORP)* is prepared every five years by the staff of the Outdoor Recreation Grants Program. The purpose of the plan is to assess the states outdoor recreation facilities and resources, and to make recommendations and prioritize areas that need attention in the future. In order for your project to be funded it must fit within one or more of the Priorities listed on the following page.

The Arkansas Statewide Comprehensive Outdoor Recreation Plan sets forth these Priorities for the period of 2019 through 2023. Through consideration of key issues, public interest, natural resources, and existing facilities and management, leaders in the field of recreation see these Priorities as having the potential to build better and holistic outdoor recreation in the future.

The nature of a statewide plan inherently involves many stakeholders, with varying missions, resources, and public needs to serve. The overall status of outdoor recreation will be improved in a holistic way when each agency, municipality, or other stakeholder can make use of the SCORP and its Priorities to strengthen their work in developing and maintaining parks for public use.



Priority 1: **Connectivity**

Making connections to communities and facilities that currently are disconnected

The first SCORP Priority is “Connectivity.” Once again, recreation providers can meet this priority in any number of ways, and in ways that are most appropriate and feasible for their city, county, or constituency. The idea of connectivity in public outdoor recreation is the same as the idea of connectivity generally: it’s the notion that an interconnected web of public outdoor recreation opportunities is better than isolated facilities.

Connective trails are one of the most common examples of connectivity in public outdoor recreation. Walking is ranked #1 among all recreation activities, and has held a top position in every Arkansas SCORP. It should also be noted that walking is the activity that cuts across all demographic categories to a greater degree than any other. And while people still enjoy going to the park and walking around a track or through the woods on a winding paved trail, more and more Arkansans are saying they enjoy trails that take them from point A to point B, and beyond. If a walking trail begins in one park and ends in another, or winds its way through town and provides the walker with access to other recreational facilities or public spaces, then that project will have met the Connectivity Priority.

And while connecting your community is a fine goal to have, there’s no reason to stop there! Perhaps your city is near the route of a larger, longer trail system; if so, the connection of your local trail system to the wider world may encourage exploration by locals, and perhaps a lengthy and profitable visit from adventurous folks from elsewhere.

For those far removed from such thoroughfares, a connective trail might provide access to the scenic countryside outside of town. In bucolic,

rural Arkansas, a little trail to “nowhere” might well be a trail to somewhere...a somewhere an adventurous child could explore, or a long-time resident may have never frequented otherwise. Any connectivity—no matter the locations connected—is a tie that binds a community one to another, individual with group, group with nature, and one to all. In a connected community, the journey truly counts as much as the destination.

While a simple idea, large connective trails can be very expensive to design and implement, and they are by no means the only way to meet this Priority. Merely connecting disparate facilities within a single park—via walking trail or wheelchair-accessible pathways, for example—is a step toward greater connectivity.

Ideas for Connections

- *Connecting parks to each other*
- *Connecting the community to the greater city*
- *Connecting the city to the greater region*
- *Connecting existing facilities with accessible sidewalks*
- *Use existing connections*
- *Use right-of-ways from abandoned railroads*

SCORP Priorities

Priority Spotlight: The Razorback Greenway



Make connections that extend beyond your city limits!
At 36 miles, the Razorback Greenway connects not only communities, but entire cities. All of the towns along its length are made accessible to pedestrians and bicyclists, making it both fun and practical.

CONNECTIVITY: Barriers & Recommendations

BARRIERS	OUR RECOMMENDATIONS
Income Inequality	Consider routing trails or safe routes for people who cannot afford or have limited access to vehicles
	Some children have parents who work two jobs. Give those kids a safe route to walk or bike to school or a nearby park
Feeling Unsafe	Proper lighting: Use string lights above alleyways or have uplit trees and buildings where street lights may not reach
	Place trails in high-use areas. People may feel safer when they are surrounded by other individuals
Nobody to Go With	Your city or a local organization can implement programs to create opportunities for community interaction
Physical Impairment	Connect new and existing facilities with accessible paths
Lack of Free Time	Bike share programs are great for those wanting to commute or explore the area
	Offer trails or designated paths in close proximity to residential areas
	Make it so someone could bike to work with ease. It may take just as much time to drive as it does to bike!

Priority 2: Community

Fostering community interaction through projects that fit into the rhythms of everyday life

Many survey respondents expressed a desire for community-centered projects, leading SCORP staff to include “Community” as a SCORP Priority.

Almost any project that fosters community interaction more or less through happenstance—rather than through purposeful association, as with, e.g., sports leagues—will be in keeping with the Community Priority. While not a requirement of this priority, projects that focus on a town or city’s downtown area are especially appropriate.

Examples of such projects are downtown pavilions, which might be used to host community-centered activities, like farmers markets, community gardens, community-centered activities, or design “pocket parks”, wherein small open spaces in urban cores (often an abandoned lot) are converted into small green spaces for resting, visiting, eating, or impromptu gatherings of friends and family.

Programming

Along with providing appropriate spaces for community-centered projects, it is also important to have these spaces properly programmed. In one sense, “programming” is very similar to “design”. However, programming goes beyond “design” in that it takes into consideration the many external factors that can make or break a park’s success.

While having a park for its own sake is not necessarily a bad thing, it’s a much better thing to design a community space with a mind toward its possible planned uses. Will this space lend itself to picnicking? Lunch breaks for downtown workers? Or perhaps something more elaborate, such as impromptu jam sessions on a Saturday night, or a free movie screening hosted by the local library or church or Rotary Club. While the best-laid plans of planners and providers sometimes go awry, a

properly programmed park will have a much better chance at becoming a valued and cherished community space for years to come.

Along with the process of planning your outdoor community space to foster the kinds of activities most likely to engage your local populace, it’s important to provide the opportunity for the community members to take ownership of those spaces and find new and interesting ways to take advantage of their park. To that end, planners might want to initiate inclusive activities within that new community space. Invite local experts or hobbyists to provide free, community-wide workshops. Local gardeners, beekeepers, craftspersons...each community has a hidden expert or two, many of whom are more than happy to share their passion. Planning your project for a productive use of your community space will help ensure its success as a community hub.

The Community Priority lends itself to imagination, and can be employed in both large and small projects. At its core, this Priority is about providing outdoor recreation spaces within the context of everyday life.

Don’t forget about trails!

Trails, especially those that connect community spaces (parks, neighborhoods, downtowns), encourage a slower, friendlier, more interactive daily routine for everyone.

Voila! Community!

SCORP Priorities

Priority Spotlight: Wynne Splash Park and Farmers Market



Invigorate your community with a multi-purpose space!
With greenspace, play equipment, walkable pathways, and pavilions—all located in the center of town, accessible by all—this project is both passive and active, and exemplifies the Community Priority.

COMMUNITY: Barriers & Recommendations

BARRIERS	OUR RECOMMENDATIONS
Income Inequality	Provide free programmed events like a seasonal concert series or movies in the park
Feeling Unsafe	Give opportunities for multi-cultural events such as food festivals or art shows. Diversifying the use within a space may encourage use for all nationalities, races, and genders
	Proper programming can make spaces feel safe even when nobody else is present
Nobody to Go With	Program spaces that can be a 'get-away' for someone seeking solidarity
	Program spaces and events where people can connect and/or relate to others over shared interests (i.e. community gardens, e-sport competitions, cycling tours)
Physical Impairment	Provide an adequate number of seating areas
Lack of Free Time	Develop communal spaces in close proximity to workplaces to cater to those taking a 30 to 60 minute lunch break

Priority 3: Innovation

Maximizing resources and creating new experiences by re-purposing neglected facilities

Along with the survey distributed to the users of Arkansas's public outdoor recreation resources, SCORP staff disseminated a similar survey to professionals who provide and maintain public outdoor recreation opportunities and facilities. These recreation providers expressed a desire and a need to keep up with current recreation trends in the face of budgetary constraints and lack of resources (see Appendix D). This led to the inclusion of "Innovation" as a Priority.

As the word implies, projects that are in keeping with the Innovation Priority will be ones that seek to revitalize, reinvigorate, or even reinvent public outdoor recreation opportunities in their communities. Innovation may apply to physical structures, vacant urban areas, or possibly somewhere in between.

Innovation might also be reflected in a new and interesting way to utilize a neglected recreation space, or re-purpose outdated or out-of-favor facilities. Perhaps a disused tennis court is converted to a pickleball court, or an outdated baseball field is converted to a community garden space.

Along with providing citizens with new and interesting opportunities in their shared outdoor spaces, innovative re-purposing of existing facilities can help cash-strapped communities revitalize public outdoor recreation while practicing fiscal restraint.

When it is feasible to use existing superstructures or other professional-grade facility components, it becomes easier to involve the community in the execution of an innovative project. When the work of professionals has already been done, laypersons can provide the labor necessary to re-stripe that tennis court and string that pickleball net; a baseball field no longer in use is still a professionally graded and leveled space ideal for the construction of simple raised plots.

Under the direction of an innovative and creative parks professional, a community workday can result in a new, vibrant facility more in keeping with the wishes of a modern, changing populace.

As with the innovative spirit itself, the ways to implement the Innovation Priority are practically limitless.

Think outside the box!

Yes, even this box! Opportunities to make new forms of outdoor recreation lie around every corner. Talk with your community and see what they have to say.

You'll be surprised with the ideas that they come up with!

SCORP Priorities

Priority Spotlight: Historic Crawfordsville High School Campus



This old gymnasium will be reborn!
Long neglected, the old CHS gym is being repurposed as an open-air, multi-purpose facility. Innovative thinking has allowed Crawfordsville to use a beloved old structure to anchor a new and vibrant park.

INNOVATION: Barriers & Recommendations

BARRIERS	OUR RECOMMENDATIONS
Income Inequality	Turning an existing space into a free-use park
Feeling Unsafe	Turning blighted space into greenspace may help remove the perception of danger
Physical Impairment	Retrofitting playground equipment
Nobody to Go With	Utilize social media to find and include marginalized communities
Lack of Free Time	Partner with local businesses to expand pocket parks into commercial/industrial campuses

Priority 4: Accommodation

Adapting to changing demographics and recognizing marginalized populations

All recreation providers want their parks to be accommodating to all users; no worthy provider would intentionally exclude any person or user group from a communal space. As such, it might seem unnecessary to include Accommodation as a SCORP Priority. Based on survey responses, however, we feel this Priority is an important one.

Accommodation means much more than the bare minimum of including a sidewalk and wheelchair ramp, making a previously inaccessible area accessible. While it may be true that most parks could use a few upgrades for wheelchair access, there are demographics beyond the physically impaired that experience barriers to outdoor recreation. This Priority encourages providers to look—really *look*—at their communities, and make an honest assessment of the services provided by their public spaces and facilities.

Are the demographics of the town changing?

Are there new faces and groups moving into the community?

Are accessible ramps truly accommodating those with limited mobility?

Similar to the previous Priority, Innovation, the Accommodation Priority challenges outdoor recreation providers to find creative solutions to overcome existing barriers.

Meeting this Priority might be as simple as providing an opportunity tailored to a new or growing demographic within the larger community. This could be establishing soccer

fields in a community that has recently seen a growth in its Hispanic population, or including benches and shade structures along a walking trail commonly frequented by senior citizens.

It might also mean intertwining wheelchair-accessible infrastructure to where it runs alongside existing play structure. This would open up the play area to allow children in wheelchairs, parents with physical impairments, and even grandparents with limited mobility to be right alongside other scampering youngsters.

At the end of the day, meeting this Priority will mean adapting to changes in daily life, practicing empathy for the whole community, and taking great pains to truly learn each and every group within the community, and what Accommodation means to them.

Other Questions to Consider

- What are some ways you can make the existing infrastructure of your parks more accommodating?
- Are your parks engaging those with physical impairments, or just meeting the minimum requirements?

SCORP Priorities

Priority Spotlight: Jonesboro Miracle League Field and Playground



More than just accessible... Accommodating!
Baseball, playground, seating: In this all-inclusive facility, no distinction is made between those with or without a physical impairment. The design integrates activities for everyone, regardless of ability.

ACCOMMODATION: Barriers & Recommendations

BARRIERS	OUR RECOMMENDATIONS
Income Inequality	Propose projects in or near public housing developments
Feeling Unsafe	Include multi-lingual signage within park, trail, and playground systems Engage with local veterans to promote neighborhood watch programs
Physical Impairment	For best results, include persons who are physically impaired in parks commissions and hold focus group meetings at rehabilitation or special needs centers
Nobody to Go With	Create spaces that can accommodate for cultural uniqueness and changing demographics Engage with local seniors - initiate mentor programs

Priority 5: Stewardship

Preserving and re-purposing the built environment while conserving and protecting the natural one

While change is good, the wheel doesn't always need to be reinvented, and that is why "Stewardship" is the last, but not least, SCORP Priority. Along with their desire to meet changing demographics and public interest with new and interesting facilities, public recreation providers expressed the need to care for and maintain the existing facilities the locals already use and enjoy. To meet the Stewardship priority means preserving and conserving all of the public resources in one's care, both man-made and natural.

The Built Environment

Meeting the Stewardship Priority might mean renovating an existing outdoor recreation facility to improve safety, to increase accessibility for the disabled, or just to enhance the aesthetics and appeal of an old-but-loved park feature.

At the heart of this priority are the tried-and-true Arkansas values of thrift and ingenuity. While there's nothing wrong with a brand-new facility, there's also nothing quite like an old, sturdy facility—maybe a little worse for wear, but still strong and full of memories—being given a new lease on life through a little bit of imagination and elbow grease. The result is a newly-viable piece of the local park at half the cost and with twice the emotional investment.

The Natural Environment

Though it's important to care for and preserve our material past, it's also imperative that public recreation providers protect our rapidly-disappearing natural environment. Nature preserves are not only the purview of state and federal governments, and they need not be huge, grand swaths of wildlands; acquiring a few acres of old trees in the middle of town is an act of Stewardship, as is restoring a streambank that runs through a neighborhood. Not all parks need pavilions and playgrounds; sometimes what a community needs is a nice big tree under which to sit, and babbling brook in which to wade. Stewardship means caring for all that we have, and claiming as much as possible for the enjoyment of all citizens.

Stewardship does not apply only to structures; it can also be understood as "conservation". Projects that place an emphasis on wildlife or habitat conservation will be in keeping with the Stewardship Priority, as will projects that entail environmentally-friendly elements such as native-plant landscaping or renewable-resource utilization (such as installing solar panels in restroom or concession facilities), or controlling flooding and runoff in public outdoor recreation areas through rain gardens or other ecologically-sound mitigation strategies.

Interpretation

Stewardship of both the built and natural environment is enhanced through interpretation. Without the context of interpretation, the public may not be aware of a structure's importance. Is the refurbished pavilion the site of an important local event? A sign or a plaque will enhance the public's enjoyment of that facility and may inspire more citizens to take personal responsibility for its preservation and protection.

Conservation areas are likewise enhanced through interpretation. To a screen-addled youngster, a forested area might be nothing more than a bunch of trees and briars. But with a cleared understory, a simple path, and interpretive signs providing some guidance—what kind of tree, what critters might be hiding in its boughs, the local significance of this patch of woods—that batch of trees becomes an adventure, rewarding the curious person, young or old, who makes the journey with their imagination on and their phone turned off.

When considering safety, interpretive programs and guided walks can ease concerned users by providing an informative and enjoyable way to explore the area, all while enhancing one's experience.

Interpretation can take an innovative form, as well. QR-codes or proximity beacons can be applied to the signs adorning trees or the plaques affixed to statues or structures, allowing tech-savvy visitors to be whisked away to a land of living trees and talking stone, all while safely ensconced in their neighborhood park.

SCORP Priorities

Priority Spotlight: Fourche Creek Urban Wetland



Stewardship means both built and natural environments!
Fourche Creek in Little Rock provides an encompassing look at Stewardship. Protecting the natural landscape goes hand-in-hand with improving the built one through, in this case, a public boat launch.

STEWARDSHIP: Barriers & Recommendations

BARRIERS	OUR RECOMMENDATIONS
Income Inequality	Preserve and maintain existing facilities, especially within communities with frequent usage and lower income
	Create safe routes to give opportunities for those without transportation to experience nature
Feeling Unsafe	Improve lighting conditions, consider using energy efficient or solar powered fixtures
	Increase visibility by maintaing foliage and removing the understory of a wooded area
	Proper signage can educate park users of dangerous and/or unfamiliar species in the area
Physical Impairment	Create nature trails that meet ADA requirements
Nobody to Go With	Engage community groups with events like an invasive species cleanup

Appendix F

Information and Resources

Outdoor Recreation Grants Program

- Matt McNair, Director
Outdoor Recreation Grants Program
1 Capitol Mall
Little Rock, Arkansas 72201
phone: (501) 682-1227
matt.mcnaair@arkansas.gov
- Randy Roberson, Project Officer
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- Vacant Positon, Project Officer
Outdoor Recreation Grants Program
1 Capitol Mall
Little Rock, Arkansas 72201
phone: (501) 682-1523
vacantposition@arkansas.gov

State and Federal Agencies

- **Arkansas Game and Fish Commission**
2 Natural Resources Dr.
Little Rock, AR 72205
phone: (501) 223-6300
www.agfc.com
- **Arkansas Geological Survey,**
5301 Northshore Drive
North Little Rock, AR 72118
phone: (501) 296-1877
www.geology.ar.gov
- **Arkansas Natural Heritage Commission**
1100 North Street
Little Rock, Arkansas 72201
phone: (501) 324-9619
www.arkansas@naturalheritage.com
- **U of A Cooperative Extension Service**
2301 S. University Avenue
Little Rock, AR 72204
Phone: (501) 671-2000
www.uaex.uada.edu
- **Natural Resources Conservation Service**
Federal Building, Room 3416
700 W. Capitol Ave.
Little Rock, AR 72201
phone: (501) 301-3100
www.nrcs.usda.gov/wps/portal/nrcs/site/ar/home

Appendix G

Priority Rating System

Applications are scored using a Priority Rating System (PRS) and ranked from the highest to the lowest scores. Please see page 3 of this application guide for more detailed information on how the Priority Rating System may affect your grant application.

1. Table of Contents

Application includes a table of contents with corresponding page numbers:

Yes	2
No	0

2. Date Site Visit Was Scheduled

Applicant spoke with Project Officer to set up site visit:

Before July 1	5
July 1 - July 31	2
August / No Site Visit	0

3. Community Outreach

Documented outreach (per activity or meeting):

Before July 1:	2
Before July 1:	2
Before July 1:	2
On or after July 1:	1
On or after July 1:	1
On or after July 1:	1
On or after July 1:	1
On or after July 1:	1
On or after July 1:	1

max: 6pts

4. Parks Committee

Applicant has provided evidence of an active parks committee:

Yes	2
No	0

5. Public Meeting

Conducted a public meeting according to standards contained within the Application Guide:

Note: Standards are outlined on page 25

Before July 1	4
Between July 1 and July 31	3
After July 31 -or- Not all items submitted	1
No public meeting	0

6. Fund Source Assurance

Application's Project Fund Source Assurance reflects that the grant's match will be:

All cash value	2
Combination of cash value and promised donations	1
Mostly promised donations (including cash, labor, materials, and/or equipment use)	0

select one option only

7. Improved Barrier Free Access

Project will construct barrier free access to existing facilities within one or more parks; Or, all existing parks within the applicant's jurisdiction already meet standards for barrier free access:

Yes	2
No	0

8. Improved Play Equipment

Replaces play equipment with new equipment that complies with CPSC guidelines; or, brings existing playground fall zones into compliance with ADA and CPSC guidelines; or, all existing playgrounds in the community comply with ADA and CPSC guidelines.

Yes	2
No	0

9. Use of Licensed Professional

Provided a letter signed by the Chief Executive Officer certifying they will use a licensed design professional (i.e., landscape architect, architect or engineer) to develop construction documents and/or will use a licensed professional tradesman (i.e., contractor, electrician, etc.) to construct project facilities:

Yes	4
No	0

10. Advanced Site Plan

At the time of the application's submittal, applicant includes a site plan with a proportionally accurate project area, identifies all application line items, and identifies barrier-free access to all proposed and facilities (identify handicapped parking, paved walkways, ramps, bridges, etc.)

Yes	4
Some, but not all, requirements are met	2

11. Grant History

Applicant has not received an Outdoor Recreation Grant in the past:

Never	4
21 years or more	2
11-20 years	1
10 years or less	0

12. Open Projects

Applicant does not currently have any open Outdoor Recreation Matching Grant funded project and; has received a grant within the last two fiscal years

Yes	4
No	0

13. Deficiency-free Application

Application's "Required Materials" were submitted without any deficiencies:

Yes	4
No	0

FOR PROJECT OFFICER USE ONLY

A. Advertisement Checklist

Newspaper

Date of advertisement		
Proof of publication	Yes	No
Newspaper clipping	Yes	No

Posted Notice

Date of Advertisement		
Copy of posted notice	Yes	No
Letter from CEO listing posted locations	Yes	No

B. Public Meeting Checklist

Date of meeting		
Minutes of meeting	Yes	No
Sign-in sheet	Yes	No

C. SCORP Priority Assessment

Connectivity	1
Community	1
Innovation	1
Accommodation	1
Stewardship	1

D. Total Score

Page 1	
Page 2	
Page 3	
PRS Total	

BONUS:

SCORP Priority Assessment	
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