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## Granville County Parks, Greenways, & Recreation Advisory Committee 2024 - 2025 MINI GRANT PROGRAM GUIDELINES

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*Granville County's Parks, Greenways, and Recreation Grant Funds are used to facilitate the development and support of active and passive recreation and leisure activities for Granville County residents of all age groups. The objective is to make these activities available to as many residents, and from as broad a spectrum of residents, as possible. The Parks, Greenways, and Recreation Advisory Committee Bylaws prohibit discrimination in the use of funds.*

***Applicants should read through this guide document completely before completing the separate Mini Grant Application.***

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### **CONTACT INFORMATION and GRANT APPLICATION PERIOD**

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<b>Contact Information:</b>	Carlton Thornton, Assistant Planning Director <a href="mailto:carlton.thornton@granvillecounty.org">carlton.thornton@granvillecounty.org</a> (919) 603-1331
<b>Application Period:</b>	December 1, 2023 – January 31, 2024 All applications must be received by January 31, 2024 at 5:00 pm
<b>Ways to Submit:</b>	<i>EMAIL</i> . . . . . carlton.thornton@granvillecounty.org <i>US POSTAL SERVICE</i> . . . Granville County Development Services Attn: Carlton Thornton P.O. Box 877 Oxford NC 27565 <i>HAND-DELIVERY</i> . . . . . Granville County Development Services Attn: Carlton Thornton 122 Williamsboro Street Oxford NC 27565
<b>Grant Review Period:</b>	March 1 – May 31, 2024
<b>Recommendation to County Commissioners:</b>	July 2024

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## 2024-2025 FUNDING PRIORITIES

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The Granville County Parks, Greenways, and Recreation Advisory Committee’s (PGRAC) purpose is to broaden the geographic and programming scope to make recreation more accessible for Granville County residents. While the committee intends to prioritize certain locations and recreational amenities in order to achieve strategic goals throughout the county, all locations and projects that meet grant guidelines will be considered.

### Geographic Priorities

Areas outside of larger municipal limits.

Areas not in close proximity to existing recreational facilities, particularly those similar in nature.

### Recreational Priorities

Recreational priorities are based on needs identified in the 2023 Granville County Recreation Master Plan, countywide parks and recreation inventory, and public input at PGRAC meetings. The list of examples below is not all-inclusive; applicants should consult the Recreation Master Plan for additional project priorities.

- Walking Trails/Greenways
- Playgrounds
- Dog Parks
- Basketball Courts
- Open park space for family-friendly activities/passive recreation
- ADA and inclusive recreation equipment and recreation for youth and adults of varying needs
- Bicycle Trails
- Picnic Shelters and Picnic Tables
- Pickleball Courts

Recreation is not just limited to active sports such as baseball, tennis, soccer, etc.; it also includes passive activities such as nature observing, hiking, canoeing, frisbee, kite-flying, etc. Many other hobbies and activities that people do in their free time are also considered recreation. Examples of these types of activities include photography, dance, theater, pottery, yoga, karate, etc. While not listed in the priority funding list, applications for passive recreation projects will also be considered.

While the committee’s funding priorities are outlined above, members understand that certain support amenities are integral to the success of a recreation facility; therefore, applications requesting support amenities such as restrooms and parking lots may be considered although they will not be prioritized.

### Public Purpose Requirement

All expenditures of public funds must satisfy the North Carolina Constitution’s public purpose requirement (Article V, Section 2(7)). Generally, the provision requires that all public funds, no matter what their source, be expended for the benefit of the citizens of a unit generally, and not solely for the benefit of particular persons or interests. It also places a further limitation on the appropriation of public funds to private entities—the private entity that receives the public funds is limited to expending those funds only on projects, services, or activities that the local government could have supported directly. North Carolina General Statutes authorizes counties to spend money on parks and Recreation “to establish, support, and maintain public parks and programs of supervised recreation” (NCGS §153A-149(c)(25).

***Due to the public purpose requirement for use of county funds, all proposed projects and facilities must be open and free of charge for use by the general public.***

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## **ELIGIBILITY and FUNDING GUIDELINES**

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### **Eligible Organizations**

1. Local government entities within Granville County.
2. Registered 501(c)(3) non-profit organizations. *Also see "Other Submission Requirements" Item #1 on page 4 for additional documentation requirements.*

Non-profit organizations that have not received an IRS 501(c)(3) designation are not eligible.

### **Eligibility Period for Project Costs**

**All project costs must occur between July 1, 2024 and June 30, 2025.**

### **Available Funding**

**The maximum available funding per application is \$25,000.** Applicants may request the maximum funding; however, in order to equitably distribute limited recreation program funding throughout the county or for other reasons as determined by the PGRAC, some awards may only be partially funded.

This is not a reimbursement-based grant. Full funding is provided at the start of the project to encourage participation from smaller organizations who may not be in a position to spend limited cash reserves while they await reimbursement. Any remaining grant funds not expended at the completion of the project must be returned to Granville County.

A funding match is not required to be considered for a grant award although preference may be given to organizations that demonstrate a financial contribution toward the project.

### **Compliance Requirements**

An award recipient may be required to return all funding if they do not fully comply with the terms of the grant agreement or if significant changes are made to the awarded project scope without committee approval.

### **Approved Funding Uses**

All project costs must be itemized on the Project Budget Form included with the application.

1. **Activities and products directly relating to recreation programming.** Examples include, but are not limited to, construction of walking trails; installation of playground equipment; purchase of football helmets, art supplies, reusable uniforms/equipment, etc.; payment for temporary/guest instructors for non-government organizations; field improvements and maintenance; and repair or replacement of integral programming equipment. *Note: Reusable equipment and uniforms must become property of the grantee organization, not the property of any one individual unless specified in the application and subsequently approved by the PGRAC upon award.*
2. **Non-recreational support amenities.** These will be considered but not prioritized.

### **Prohibited Funding Uses**

Examples of prohibited uses are provided below for applicants' reference. The list is not exhaustive; therefore, applicants must itemize all costs on the Project Budget Form for the committee's review.

- Personnel costs for staff, concession workers, referees, or other event-driven personnel expenses.
- Consumable or single-use equipment, uniforms, or supplies.
- Concession supplies or items intended for resale (e.g., novelties, t-shirts, hats, etc.).
- Structures or equipment not directly related to recreation or programming.
- Awards, trophies, prizes, or other incentive-driven sundries.
- Fuel, utilities, or costs associated with facility rentals.
- Land acquisition or project planning costs.
- Insurance premiums.

## Other Submission Requirements

1. Registered 501(c)(3) organizations must provide a copy of (a) Articles of Incorporation; (b) IRS Exempt Determination Letter; and (c) corporate resolution identifying the authorized signatory.
2. Applicants who have not previously received a grant award must provide a completed W-9 available at (<https://www.irs.gov/forms-instructions-and-publications>).
3. Applicants should strive to include renderings for construction projects or illustrations/images of purchases for non-construction projects.
4. Applicants must demonstrate that the proposed project will be open and available free of charge to all members of the public.
5. Applicants must obtain three price quotes when applicable.
6. The application must include a projected timeline for the project.  
*Note: Award recipients are required to provide quarterly progress reports to the PGRAC; if progress does not align with the timeline, the report should include an explanation and how the grantee intends to keep the project on track for completion by the deadline. If a project will be delayed past the award deadline, a request for extension may be submitted to the PGRAC for consideration. The request must include a detailed explanation for the delay, a revised timeline, and how the grantee will ensure the project is completed by the revised timeline.*
7. Submission of a mini-grant application confirms agreement with all pre-submission and upon award terms listed in this guidance document.

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## UPON AWARD

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### Award Announcements

Awards are not announced until after the recommendation is presented to the Board of County Commissioners for approval at their regular July meeting.

### Disbursement of Funds

Following Board approval, grant agreements will be circulated to the authorized signatory identified on the application. Funds will be distributed by the Granville County finance office only after the agreement has been fully executed.

### Additional Requirements

1. Provide a quarterly update on the project through completion. Recipients may also be requested to provide an in-person project update at a PGRAC meeting.
2. Complete the project in accordance with the submitted timeline.
3. For facility or other tangible projects, permanently mount a county-provided mini-grant sign at the project site. The sign must be prominently displayed so that it is easily visible to the public. County-provided signs are approx 24" x 18".  
Requests for alternative signage (such as may be desired for larger projects with multiple sponsors) may be presented. Applicants should complete the information on the initial application to request approval for alternative signage.
4. Provide photos of the installed signage and of the completed project with permission for the county to use the photos.

**YOUR GRANVILLE COUNTY  
TAX DOLLARS AT WORK!**

This facility was partially funded  
through a recreation mini-grant  
awarded by the  
Board of County Commissioners.



**ADDENDUM A: SAMPLE PROJECT BUDGET FORM**

**PROJECT COSTS: CONSTRUCTION PROJECTS**

*Insert additional pages as needed.*

<b>Project Elements</b> (Provide description & specific sizes, lengths, etc. for each)	<b>Unit Cost*</b>	<b>Number of Units</b>	<b>Total Item Cost</b>
Equipment rental to clear ¼ mile trail path. Per hour	\$150	10	\$1,500
14mm pea gravel (6' wide, 3" depth). Per Cubic yard.	\$50	70	\$3,500
Metal benches	\$600	2	\$1,200
Metal trash receptacles	\$200	1	\$200
Trail sign	\$75	1	\$75
<b>Grant Eligible Costs</b>			\$6,475
Construction Contingency (not to exceed 5% of the cost to develop the project).			0
Construction management, site plan work, surveying and other costs excluded from the grant.			\$15,000
<i>*Lowest responsible quote (attach to application).</i>		<b>Total Project Cost</b>	\$21,475
		<b>Local Match (if available)</b>	\$15,000
		<b>Total Grant Request</b>	\$6,475

X Check here to acknowledge receipt of at least three quotes for project elements listed above. The selected vendor quote and two additional quotes below (list for any items totaling \$1000 or more).

<b>Project Element</b>	<b>Additional Bidder Name &amp; Location</b>	<b>Variations from Selected Vendor (if any)</b>	<b>Total Quote</b>
Equipment Rental	Joe's Equipment Rental, Oxford	Older model equipment	\$1,500
	Bob's Equipment Rental, Wake Forest	n/a	\$2,000
Pea Gravel	NC Landscaping, Raleigh	n/a	\$5,500
	Home Depot, Henderson	n/a	\$4,500
Benches	Tree Top Products (online)	n/a	\$1,800
	Uline (online)	Not powder coated.	\$1,000

**Name of SELECTED vendor(s) and reason for choosing them (if other than cost). Also attach vendor quote.**

Oxford Equipment Rental  
Henderson Landscape Store  
The Bench Factory

**Provide any additional information regarding the project or budget that would be helpful to the committee.**

All work will be complete by organized volunteers using rental equipment.