



Frederick County Parks & Recreation

FY2023 Community Grant Check List

Use this checklist to ensure your organization has completed all required forms. All forms can be found on the grant information link. All forms should be completely filled out and uploaded into the online grant module in the specified question. Your application is the organizations presentation to the Frederick County Parks and Recreation Commission. Failure to include all appropriate attachments, complete information, approval letters, etc may result in a lower score.

Application Instructions Reminder: General Information and Requirements

- Applications and attachments must be submitted through the new online portal.
- Attached Evaluation Criteria Descriptions and Project Evaluation Form are for reference only and will be completed by the FCPRC sub-committee.
- Playground equipment & park accessories must be commercial grade (identify manufacturers) Equipment, surfacing and entrance installation is to be inspected by a certified playground inspector as meeting ASTM, ADA, CPSC guidelines and any future regulations required by law.
- Applicants are responsible for all necessary permits (examples)
Building: electric, plumbing, building, etc. / Site Work: grading, storm water management, environmental, etc.
- **If including any images/pictures, please add them to a word/PDF document to be uploaded in question 11**
 - Project Site Images (open space, current state of playground/trail/nets, etc)
 - If providing images, please include a brief caption

Check List:

- All questions are fill out to their entirety. Some questions, based on the answer may include an additional selection.
- Question #5: Location map** - Maps must be clear and accurately indicate the location of the project site(s). This can be a google map with a pin or other indication where the project will take place, or HOA/organizational records.
- Question #6: Project Site Plan** - Document should be 8 ½ x11 in size.
 - Existing facilities and those proposed for construction or improvement.
 - Facilities and features must be clearly labeled.
 - Scaled plan is not required, but accurate spatial relationships among facilities must be evident.
 - Critical dimensions must be shown (i.e. ballfield distances, playground dimensions, etc.)
 - A relevant portion of the site must be shown, so the interrelationships of the plan's components can be evaluated.
 - Support facilities such as parking areas, roads/driveways and major walkways, applicable utilities, restrooms, etc. are to be included.

- Question #7: Master Plan** - If the organization has prepared a master plan indicating existing and future development phases for a minimum of the next four years then this must be included as an attachment. Master plans are to be prepared, utilizing the same elements as the site plans, but should include the entire site and delineate a priority of development, if known. Parks and Recreation encourages the preparation of master plans for parks and recreation sites, so development can proceed in an orderly manner. **A basic master plan is required if the organization wishes to obtain funding in future years for the same site. If a master plan is not included then a written explanation needs to be given (Master Plan will be an upload if the answer is YES, if NO, a text box will populate).**

- Question #8: Landowner Permission Letter** (if applicable) - [Select the YES radio button if organization owns the site. If NO, the upload option will appear.](#) If the organization does not own the site where the improvements are to be constructed then a permission letter must be obtained from the property owner indicating that the organization has authorization to construct the proposed facilities and to utilize the project site for a minimum of 10 years. Projects proposed on BOE property must have an approval letter from the principal of the school or the office of the Facilities Services Division. Also, when funding for facilities on BOE property is requested, a letter from the FCPS is required to verify that the proposed improvement(s) are above the construction standards for the school facility involved (i.e. Elementary, Middle, High School). The applicant must utilize the most current FCPS standards for school construction. Final approval letter(s) must be received prior to disbursement of funds. The Landowner must indicate in their letter that potential Community Grant projects will be accessible and available to the general public during reasonable hours.

- Question #9: Quotes** - 2 quotes are required! The quotes must include all related costs for the item including, but not limited to, shipping, handling and taxes. If the applicant is unable to obtain a second quote or does not recommend the lowest cost then an acceptable written justification must be provided.

- Question #10: Funding Summary Sheet** – By clicking on the image in this question, this will take you back to the Grant Information Link where the form can be found in WORD or PDF versions. This form should be completed and uploaded.

- Question #11: Other Information** – This is where the organization can upload images via WORD or PDF Document! *(The grant module **does not** support .png .jpg .tif etc).* Other support may be uploaded here as well. [If the project includes a building \(shelter concession stand, etc.\), playground or other major facility then separate dimensioned layout plan\(s\) must be included. This information could be obtained from the manufacturer.](#)

- Question #12: Signature and Agreement** – All prior questions will need to be answered before the grant application is certified. By not signing and certifying this application (either by submitting the answers on the grant portal OR signing the Grant Certification Form), the application will not be considered completed and will not be reviewed or funded.
By signing, the application the president and the organization agree that the information provided is accurate to the best of their knowledge and that they agree to abide by the policies and procedures of the Community Grant Program. Additionally, the organization agrees, that if awarded funding, to execute an agreement between the FCDPR and the Organization prior to the disbursement of funds.
[If the organization requires a physical signature, reference the Grant Certification Form.](#)