

Monmouth Recreation Funding

Instructions and Application Forms

Deadline: March 2, 2020

Mission of the Monmouth Parks and Recreation Board:

“The City of Monmouth Parks and Recreation Board exists to help meet the recreation needs of all residents through the coordination of resources and development of quality opportunities in the pursuit of healthy lifestyles.

Our goal is to provide leadership, facilities and recreational activities that enhance the livability, quality of life, and hometown pride of all ages. We value activities that provide personal, social, economic, and environmental benefits to our neighborhoods and the entire city. We strive to ensure diverse opportunities and activities that respond to the changing needs of our community.”

Purpose of the Recreation Funding Program:

The purpose of the Monmouth Recreation Funding Program is to encourage and support recreational activities and projects by individuals and non-profit organizations in Monmouth for the people of Monmouth. *Examples: Recreational activities such as fun runs, sports tournaments, kids summer camp activities, yoga, scavenger hunts, bicycle rides, social dance lessons, obstacle courses, etc.*

Proposal Requirements

Applicant Eligibility:

1. Individuals who have lived in the city limits for six (6) or more months prior to applying for the Monmouth Recreation Funding Program;
2. All non-profit organizations based in Monmouth;
3. Non-profit organizations based outside of Monmouth must have a project leader who meets the individual eligibility;
4. Only one application is allowed from an individual or organization during a funding cycle, although they may apply again next cycle.

5. Funds may not be used to influence, advocate or instruct others regarding religious, political or other similar organization views.

Eligible Projects:

Eligible projects must meet the following criteria:

- Preference is given to recreation activities that take place in a City Park or other public property located within the limits of the City of Monmouth. Under special circumstances, the Parks and Recreation Board may provide funding for a project that does not take place on public property in Monmouth.
- be open to all Monmouth residents, although age-specific activities and projects are permitted.

If the project meets the above criteria, the following factors will be considered in the evaluation process:

- recreation component
- the number and types of benefiting residents,
- applicant's ability to carry out the project,
- partnerships with area non-profits and established organizations,
- future costs or benefits associated with the project,
- the amount of matching funds.

Funding award amounts are available up to \$500 per application.

Encouraged Uses of Recreation Funds: supplies, materials, equipment, awards, and advertising.

Discouraged Uses of Recreation Funds: staffing and professional services.

Process for Funded Applications

- Projects approved for funding will be the subject of binding agreements between the City of Monmouth and the applicants. Applicants who fail to complete approved projects will be required to return all funds to the City of Monmouth.
- Projects must be completed within twelve (12) months of the date funding was received.
- Applicants receiving funds will be required, within 60 days of completion of the grant-funded project, to submit a brief overview/synopsis (written or in person) to the Monmouth Parks and Recreation Board describing how the project was carried out, its successes and failures, and its expenses and matching income. Pictures or video footage are a welcome addition. If an overview of the activity has not been provided to the Parks and Recreation Board within 60 days of the activity, the activity will not be considered for funding in the following cycle.

Application Instructions

- Applications must be legible – typed or using fillable pdf form.
- Provide 5 copies of application forms and supporting documents.
- Applications are due at Monmouth City Hall, 151 W. Main St., or submitted electronically to sdufner@ci.monmouth.or.us by 5 PM on Monday March 2, 2020, to be considered for funding.
- Application materials, including supporting documents, become part of the permanent records of the City of Monmouth and cannot be returned.
- For additional information, contact Suzanne Dufner, Community Development Director at 503-751-0147 or sdufner@ci.monmouth.or.us.

Timeline

March 2, 2020 – Application due at City Hall by 5 PM.

March 11, 2020– Parks and Recreation Board Evaluation Meeting – Applicants may attend the Board meeting and have an opportunity to make a five minute presentation to the Board on behalf of their projects.

Applicants will be notified of their status in writing after the meeting.

Monmouth Recreation Funding Application

Individual or Organization

Leader Name:	Organization Name:
Address:	
Email Address:	
Phone:	Federal Tax ID #:

Project Information

Title:	
Amount requested:	
Start date:	Completion date:
Location:	

Summary Description & Timeline:

Who will benefit from you(r) organization receiving these funds?

How many are estimated to participate in this project?

Adults _____ Youth _____ Ages of Youth _____

What impact will your project/event/activity have on our community?

How does this project support the mission of the Monmouth Parks and Recreation Board?

How will this funding benefit your group?

Does this project coordinate with efforts of other public and nonprofit organizations? If yes, please describe.

After the project has been completed, will there be any ongoing operations or maintenance costs? If so, how will these be funded?

Describe your or your organization's prior experience managing similar projects.

Proposed Project Budget

Budget Category	Your Share \$ amount	Other contributions (specify sources & \$ amount)	Recreation funds requested \$ amount	Totals \$ amount
Personnel services				
Materials, Supplies, Awards				
Equipment				
Advertising				
Totals				

Signature and title of official authorized to submit application
Date:

Please submit additional supporting documents such as project flyers/advertisements/web site/photos/etc.

How did you hear about the Monmouth Recreation Funding Program?