

GRANT APPLICATION INSTRUCTIONS  
Lander District Recreation Board  
PO Box 1673, Lander Wyoming 82520

***Application Deadline: Friday January 6, 2017, 5 p.m.***

2016 Grant Hearings – Tuesday, January 24 and Thursday, January 26, 2017

Meeting Rooms A&B, Fremont County Library

The Lander District Recreation Board of Directors is soliciting requests for 2017 recreation funds. **Please limit your request documentation to the application form (attached) and a one-page cover letter.** If your group has more than one request, submit separate “Grant Request Information” sheets as needed (see page two of the application form). Please check your formatting on your final application to make sure that important information has not been cut off!

**Please, do not add any additional glossy sheets or folders in the application.**

**Requests must be mailed to the Lander District Recreation Board (P.O. Box 1673), or turned in to the Lander Parks and Recreation Office (405 Fremont Street) by 5 p.m., Friday, January 6, 2017.** You will need to furnish 10 copies of the completed application. **Requests submitted after this time will not be considered – no exceptions.**

You must have a representative/spokesperson at our grant hearing on either Tuesday, January 24 or Thursday, January 26, 2017. The hearings will commence at 5 p.m. All representatives/groups will be pre-assigned a specific time period in which to give their presentations. Advanced notification of your time slot will be provided by the Recreation Board. Please limit your presentation to **5 MINUTES**, after which the Board may ask questions.

Please be advised of our methods for consideration and distribution of grant money (abbreviated):

1. Requests may come only from non-profit organizations.
2. The Board encourages all groups asking for a grant to obtain some sort of match. This match may be in the form of other monies (i.e., Federal, State, Local), donated money, donated labor, in-kind labor, etc. Please delineate this in “Your Organization’s Contribution” in the grant application.
3. If a permanent structure is built with these funds, the land on which the structure is located must be owned by the grantee, or you must show proof of a lease which is at least 25 years in length, or have a letter of support by a public entity (School Board, City Council, etc.).
4. Grant monies must be used within the boundaries of FCSD#1 and must be used primarily by the residents of this school district. In addition, the facility or program must be open to the general public, at least on a limited basis.
5. All projects must be directly recreation oriented.
6. All grants must be spent within the 2017 calendar year, unless otherwise approved by the Board. Any projects that will take multiple years to complete must be presented as such.
7. The goal of this Board is to grant money to organizations within FCSD#1 for programs or facilities that are “unique”; that would not otherwise be possible due to economic circumstances; that benefit the greatest number of participants; that hold the costs (to the participants) to a minimum. It is not the purpose of this Board to grant money to organizations that do not observe these guidelines, or that already have the means to conduct their programs without outside help.
8. If you are awarded a grant, please follow the procedures in “Request for Disbursal of Lander District Recreation Board Grant Money” (see next page).

Thank you for your time, efforts, and consideration of the granting guidelines. Please feel free to call any Board Member if you have questions, and good luck.

## **REQUEST FOR DISBURSAL OF LANDER DISTRICT RECREATION BOARD GRANT MONEY**

Grant money is to be spent during the calendar year. Request for reimbursement must be received by December 31st. Written requests for extensions will be considered, provided we hear from you prior to the December Lander District Recreation Board meeting.

**The Lander District Recreation Board will disburse funds to your group to reimburse your group for money spent. We will not pay an invoice or pay vendors directly.**

**In order to receive your granted monies, please provide the following documentation when submitting for reimbursement by December 31, 2017:**

**(No exceptions!)**

1. A cover letter summarizing your request for reimbursement for expenditure specifically requested in your grant application.
2. A copy of the invoice, receipt, or cancelled check for which you are requesting reimbursement.
3. A stamped, self-addressed envelope.

**Questions? Please contact:**

Dave Slovisky, Treasurer, at 332-9603 or [webski@wyoming.com](mailto:webski@wyoming.com)

Craig Bromley, President 349-4754

### **2017 Lander District Recreation Board Members**

Craig Bromley, President, 349-4754

Jim Hutchison, Vice President 349-2077

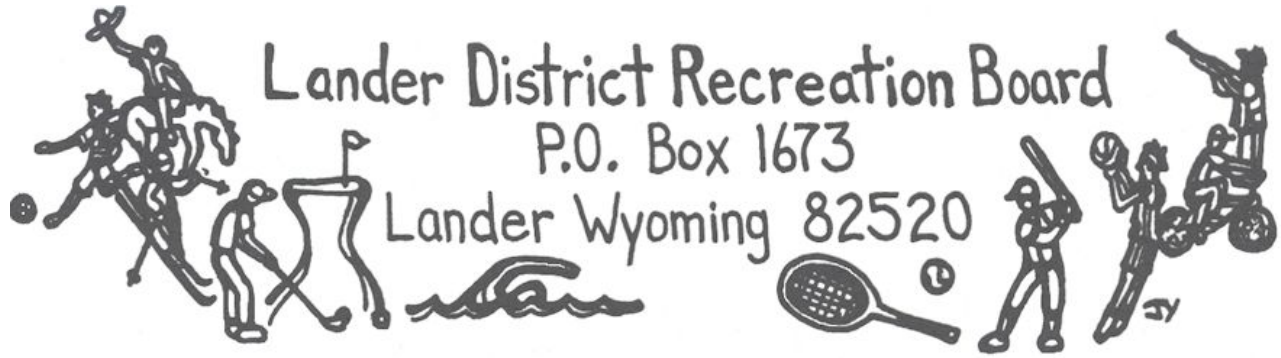
Dave Slovisky, Treasurer 332-9603

Anna Smedts, Secretary 714-0142

Carol Chidsey 332-0454,

Andrea Dockery 544-2296,

Teresa Nirider 851-7546



**LANDER DISTRICT RECREATION BOARD GRANT APPLICATION**  
**\*\*\* PLEASE PRINT OR TYPE \*\*\***

- 1. Name of organization: \_\_\_\_\_
- 2. Mailing address: \_\_\_\_\_
- 3. Contact name, phone and e-mail: \_\_\_\_\_
- 4. Name and phone number of likely spokesperson for grant hearing/presentation:  
 \_\_\_\_\_

**Alternate (optional):** \_\_\_\_\_

**5. Organization's Officers (name, phone and e-mail address)**

- President: \_\_\_\_\_
- Vice President: \_\_\_\_\_
- Secretary: \_\_\_\_\_
- Treasurer: \_\_\_\_\_

**6. Estimated number of participants (not including audiences) and age group benefitting from your program:**

<u>Age</u>	<u># of participants</u>	<u># of days</u>
0-6y	_____	_____
7-14y	_____	_____
15-21y	_____	_____
22-44y	_____	_____
45y and over	_____	_____

**TOTAL # OF PARTICIPANTS** \_\_\_\_\_ **TOTAL DAYS** \_\_\_\_\_

If grant is for performing arts: Number of performances \_\_\_\_\_ Expected audience/event \_\_\_\_\_

9. Lander District Recreation funds REQUESTED from PREVIOUS year \$ \_\_\_\_\_

10. Lander District Recreation funds APPROVED from PREVIOUS year \$ \_\_\_\_\_

**\*\*\* GRANT REQUEST INFORMATION \*\*\***

**\*\*Note: If your organization is requesting multiple grants this year, please submit each separately.**

**Project description: Describe as specifically as possible how the funds you are requesting will be used.**

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**Types of projects/costs associated with your grant request (check all that apply):**

Materials    Equipment    Rental    Labor    Capital improvement    Other (describe below)

**Project costs: Include a description, source of estimate if applicable and total cost of each item.**

Materials: \_\_\_\_\_

Equipment: \_\_\_\_\_

Rental: \_\_\_\_\_

Paid Labor: \_\_\_\_\_

Capital improvement: \_\_\_\_\_

Other expenses: \_\_\_\_\_

**TOTAL PROJECT COST \$ \_\_\_\_\_**

**Please describe your organization's contribution to the finances of this project:**

Cash \$ \_\_\_\_\_ # of volunteer hours \_\_\_\_\_

Donated materials \$ \_\_\_\_\_ Funds from other grants \$ \_\_\_\_\_

(Note: Do not include amount requested in this grant application in "funds from other grants.")

**TOTAL AMOUNT REQUESTED \$ \_\_\_\_\_**

### **STATEMENT OF YOUR ORGANIZATION'S FINANCIAL POSITION/STATUS FOR PREVIOUS FISCAL YEAR**

**Please attach last year's financial statement (if any) and complete the form below.**

**Dates of your fiscal year (month/year):**

**Cash assets at the BEGINNING of your fiscal year – Date:** \$ \_\_\_\_\_  
(include money in banks, cash on hand, CDs, etc)

**Income for your LAST fiscal year:**

Memberships/dues \$ \_\_\_\_\_

Donations: \$ \_\_\_\_\_

Grant money received: \$ \_\_\_\_\_

Fund raisers: \$ \_\_\_\_\_

Miscellaneous income (describe below) \$ \_\_\_\_\_

**Total income for LAST fiscal year** \$ \_\_\_\_\_

**TOTAL CASH PLUS INCOME** (A) \$ \_\_\_\_\_

**Expenses for LAST fiscal year:**

Equipment, supplies, uniforms, etc: \$ \_\_\_\_\_

Facility costs (rent, maintenance, etc.): \$ \_\_\_\_\_

Salaries: \$ \_\_\_\_\_

Employee/volunteer training costs: \$ \_\_\_\_\_

Miscellaneous expenses (describe below): \$ \_\_\_\_\_

**TOTAL EXPENSES:** (B) \$ \_\_\_\_\_

**TOTAL CASH REMAINING AFTER EXPENSES (A-B)** \$ \_\_\_\_\_

(subtract line B from line A to provide total remaining cash)

Describe any significant change (increase or decrease) in this year's financial information from past years:

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Explain any planned surplus funds or expected deficits. Please specifically explain any planned surplus and why this surplus is not used to fund proposed project:

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I, the undersigned, attest and believe that the information contained in this Lander District Recreation Board Grant Application is correct and factual as of this date.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**A FEW REMINDERS IF YOUR GRANT REQUEST IS ACCEPTED:**

**If you receive a grant from this board, and once you have spent approved amount, the following will be required from your organization in order to receive reimbursement for purchases/expenses outlined above.**

1. A brief cover letter summarizing your grant and a request for **REIMBURSEMENT** of specific expenditures.
2. A copy of the invoice(s), receipt(s) or cancelled check(s) for which you are requesting reimbursement. The Lander District Recreation Board will only disburse funds to your group to reimburse money spent. The board does not pay an invoice, performer, supplier or vendor directly.
3. Please add an itemized list of these documents with a total dollar amount requested for reimbursement.
4. A stamped, self-addressed envelope.

If you are unable to meet these requirements your grant reimbursement may be withheld and future requests may not be considered.