

## **Matching Grant Program Overview**

### **Purpose**

The Montgomery County Parks & Recreation Matching Grant Program was established to provide matching incentive funds for various individuals, community groups, or corporations to improve existing recreation facilities. Projects may include a variety of improvements and renovations including trail revitalization and construction, field fencing and lighting, outdoor tennis and basketball court resurfacing, as well as playground installation and enhancement.

### **Fund Makeup & Policies**

This fund consists of \$5000 from the Montgomery County Parks & Recreation general operating budget. Tax deductible donations made by citizens, fundraising activities, and corporate/business donations are welcomed and appreciated. This program is designed to accommodate a maximum of 50% or \$2500 per project. Projects will be funded as long as funds remain available.

### **Eligibility Guidelines & Process**

Proposed projects must be located on County-owned property including parks, trails, as well as athletic fields and gyms located in and around school facilities. Proposed projects must directly benefit park aesthetics and current programming offered or sanctioned by Montgomery County Parks & Recreation and must be a fixed capital improvement or addition. All monies are subject to Montgomery County procurement and zoning policies and requirements. Multiple projects may be submitted by the same individual or organization in the same year though submissions must be made in priority order. Total requests from a single individual or organization cannot exceed \$2500.

### **Project Selection Guidelines & Process**

A project will receive priority if it improves safety or security, reduces maintenance and operating costs, and serves a large number of people or an entire community. The Parks & Recreation Commission will serve as the selection committee and will make a recommendation to the Director of Parks & Recreation. Proposals will be accepted throughout the year. The review process will take place at the regularly scheduled Parks & Recreation Commission meeting following the application submittal. At this time further information regarding the proposal may be requested. Applicants are asked to attend this meeting in order to field any questions or concerns. Projects will be selected based on the above criteria. Projects not chosen for funding may be resubmitted the following year. All projects must be completed within one year from the time in which the project was approved.

### **Project Administration**

Each individual or organization assumes sole responsibility for the oversight of project planning, facilitation, and construction. Projects must be scheduled as to not interfere with regularly scheduled activities and programming. A project coordinator must be named and will serve as a communications liaison to Montgomery County Parks & Recreation. Technical and scheduling assistance will be provided as needed by Montgomery County Parks & Recreation. Status reports must be submitted at the beginning, middle, and end of the construction phase. A receipt is required for all purchases made. If one single purchase is made in excess of \$2000, three quotes must be obtained.