



City of Ellensburg Parks & Recreation Department 'Park Partnership Program'

Introduction

Each year the Ellensburg City Council designates .3% of the previous year's (April 1 – March 31) general sales tax revenue to provide matching funds to community groups wishing to make capital improvements at City parks, trails, open space and recreational facilities. This year the 'Park Partnership Program' will have a total of \$14,690.00 available for projects.

Program Goals

- To improve or increase park, open space, wildlife habitat, and recreational opportunities for the general public.
- Foster public initiative and participation in developing City parks and recreational facilities.
- Enhance the quality of life in Ellensburg.

Eligibility

Eligible Applicants: Service and civic groups, athletic/sports organizations, neighborhood park user groups and non-profit organizations. Each group must provide proof that their organization is eligible to apply for funding.

Eligible Sites: Projects must be located on publicly owned property to be eligible. City owned, leased or controlled parks, trails, open space and recreational facilities used by the general public have first priority. Facilities and amenities may serve passive, active, or special interest recreation activities.

Eligible Projects: For a project to be eligible, it must meet the following

1. Projects must be located on publicly owned property to be eligible.
2. Projects should be in conformance to any applicable master plan. Visit <https://ci.ellensburg.wa.us/348/Parks-and-Facilities> to find Master Plan info, if available.
3. Public bid laws may be applicable for purchases made by the applicant. Please contact the City Parks & Recreation Director, or his/her designee, to determine if public bid law applies to your project.
4. Indoor and outdoor recreational facilities are eligible for partnership funding.
5. Park Partnership applicants are required to provide match for each dollar requested (1:1). Match may consist of cash, donated labor, donated materials, use of construction equipment, or architectural/landscape design services.

- a. Volunteer labor is valued at the standard IRS rate https://independentsector.org/resource/vovt_details/.
- b. Equipment donations will be valued at the price the equipment would be rented for per hour.
- c. Donated professional services will be valued at the "reasonable and customary" rate.
- d. The applicant may not use City staff time as match. Any anticipated work performed by City employees in the execution of the project must be included in the total amount funding being requested. A standard rate of \$40.00 per hour should be used for City staff time; this rate includes wages and benefits.

Important Dates

Application Due Dates: Applications must be submitted by 5:00pm on August 30th. Applications shall be submitted to the Parks & Recreation Department Administrative Office, located on the 2nd floor of City Hall, 501 N Anderson, Ellensburg, WA 98926.

Award Decisions: Award decisions will typically be made by City Council at a regularly scheduled November Council meeting. A contract will be executed to outline the specific conditions of the project if awarded.

Project Time Limit: All projects must be completed by December 31, 2020. Awards may be rescinded for projects not ready for contracting within 30 days of award.

Project Evaluation

Projects are evaluated using a two-step process: First, submitted applications are reviewed by the Parks & Recreation Director to determine eligibility. Second, all projects deemed eligible are forwarded to the Parks & Recreation Commission who will score the applications .

Presentations are limited to 10 minutes and must: 1) Explain the public benefits of the project; 2) Give an overview of the project's design and budget; 3) Describe ease of project maintenance and on-going operation; 4) Provide evidence of support from the neighborhood or user groups for this project; and 5) Provide evidence the project location considered neighborhood impacts, access, environmental impacts, and proximity to potential facility users.

The Commission has up to 5 minutes to ask the questions of the applicant about their project. The Commission then makes a funding recommendation to City Council. The application becomes invalid if the applicant or designated representative is not present at the Commission meeting to present their project. Applicants may be asked to present their project to the City Council.

**City of Ellensburg Parks & Recreation
Parks Partnership Program Application**

Project Information

Project Title: _____

Brief project description (include information about design):

Why was this location selected for your project (please be specific):

Explain the public benefits of the project:

Describe ease of project maintenance and on-going operation:

List your project supporters:

Contact Person

Name: _____

Organization Representing: _____

Contact Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____

Project Cost Summary

Amount Requested from the City: \$ _____

Cash Amount from Applicant: \$ _____

"In-Kind" Amount from Applicant: \$ _____

Cash from other Sources: \$ _____

Total Project Cost: \$ _____

DESCRIPTION	Total Cost	Applicant In-Kind*	Applicant Cash*	Parks Partnership Request
Materials/Supplies and Equipment				
Professional Services				
Construction Capital				
Totals				

*NOTE: Applicant match can be pledged or secured at the time of application. Pledged means that the source of funds or in-kind assistance has made a verbal promise to provide the item; secured means that the source of funds or in-kind assistance has signed a commitment, such as the application's Match Pledge/Secured Form to confirm the commitment, below.

Source of Match support	Cash value of In-kind	Cash	Status	Authorize signature from fund source

Return completed Application no later than 5 PM August 30, 2019 to:

City of Ellensburg Parks & Recreation Administrative Office
501 N Anderson
Ellensburg, WA 98926

Or via email to: caseb@ci.ellensburg.wa.us