

# WEBER COUNTY RECREATION ARTS MUSEUMS PARKS INSTRUCTIONS FOR 2012

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## INTRODUCTION

1. Funds for qualifying Weber County, State, Federal, City entities and nonprofit organizations operating publicly owned facilities within Weber County will be made available on the basis of a formal application requesting funding between \$2,000 and \$200,000.
  2. The Purpose of funding RAMP projects is to enhance the quality of life for Weber County residents by creating and improving Recreation, Arts, Museums and Parks facilities.
  3. Funds will be made available upon approval after a formal review process by the Weber County Commission on the recommendation of the RAMP Tax Advisory Board.
  4. **The application must meet the criteria and deadlines as detailed or applications will not be considered**
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## INSTRUCTIONS

### APPLICANT ELIGIBILITY

1. **Basic Qualifications**; In order to qualify for funding, an applicant must be a Weber County, State, Federal or City entity within Weber County or be a nonprofit organization operating a publicly owned facility within Weber County.
  - a. Weber County, State, Federal and City entities within Weber County are deemed to have met all public eligibility requirements by the mere fact of their being a County, State, Federal or City entity.
  - b. Non-governmental, nonprofit organizations' Mission Statements must have as their primary purpose the enhancement or preservation of Recreation, Arts, Museums or Parks. The non-profit organization must be a "resident" of Weber County and must have met all eligibility requirements throughout the preceding three years. "Resident" here means an organization having a staffed year-round office; or it should be an organization that meets regularly in the pursuit of its non-profit goals and is run by a duly elected board of directors made up predominantly of Weber County residents.
  - c. If it is a non-profit or program affiliated with a university, college or educational institution, it must satisfy the criteria of a non-profit in 1B (above) and 1) it must serve Weber County as opposed to student and faculty; and 2) it must receive less than fifty percent of its support from the university, college or educational institution.

2. **Eligibility for 2012 Grant;** For applicants to be eligible for new grants they must: 1) be current on all former completion and status reports, 2) its previous grants must have posted RAMP signage. A statement describing this effort is required in this application.
3. **The burden is on the applicant;** to demonstrate that the applying organization or entity meets all eligibility requirements.

## PROJECT CRITERIA

1. **Grant amount and time frame;**
  - a. **The total amount of grants for any Major Project for any given year will not exceed one-third of the available RAMP tax collections. The minimum grant request must be for no less than \$200,000.**
  - b. The fact that a project was previously qualified for funding does not guarantee that it is qualified for subsequent funding unless so authorized in the original grant.
  - c. Multiple year grants may be awarded provided they are within the RAMP Tax authorization period.
  - d. The total amount of grant money must be spent on the funded project and must be used within Weber County and any excess funds must be returned to Weber County.
  - e. All projects must be completed within the time period allowed.
2. **Location;** All funded facilities must be physically located in Weber County.
3. **Community Impact;** Be prepared to give estimates for projected usage and the number of Weber County residents this project will serve.
4. **Collaboration;** Preference will be given to collaborative projects and projects that are in part funded by the applying entities.
  - a. The applying entities and organizations are expected to raise additional monies specifically for the funded project.
  - b. Evidence of collaboration is required in the form of letters outlining the commitment.
5. **Estimates;** All applications must include 2 construction and materials estimates.
6. **Maintenance;** Applying entities and organizations must provide for perpetual maintenance and be responsible for operational and financial accountability for all facilities for which funding is requested.
7. **RAMP Signage;** Applying entities must describe a plan for displaying RAMP signage. Signage is required during construction and a permanent sign must be prominently displayed upon completion. Written acknowledgement of RAMP funding is required in all advertisements and other publicity materials.
8. **Project Participants;** All funded projects must be made available to Weber County residents. Reasonable non-discriminatory user fees may be charged for the use of the facilities. Applicant must provide an estimated number of users for the project and estimated life cycle of any project.

9. **Notice for public events:** Notice will be given to the RAMP Board for any event, production or celebration. One ticket shall be sent to each member of the RAMP board.
10. **Limitations and restrictions:** RAMP does not fund: land, contingency fees, design, engineering studies, cash awards, liquor etc. (see Shelly for any other items on the list).

## APPLICATION PROCESS

1. **Deadline:** Completed applications must be received in the Weber County Commission Office by 4:30 pm on January 13<sup>th</sup>, 2012. Late applications will be disqualified from consideration.
2. **Disqualifying Considerations:**
  - a. Incomplete applications will not be considered.
  - b. Late applications will be disqualified from consideration.
  - c. Previous applicants failure to have complied with all reporting criteria will make applications ineligible. To include: signage, completion and progress reports and auditors requests.
3. **Application Review:** The RAMP Tax Advisory Board will review the written grant submission and will rank each application with a numerical score according to the criteria described in the instructions. The RAMP Board may request oral presentations if it would be helpful in evaluation of the project.
4. **Grant Award** The RAMP Tax Advisory Board will make recommendations to the Weber Area Council of Governments for their review and comment. The Weber County Commission will make the final grant awards.
5. **Award Contract:** A contractual agreement must be entered into between Weber County and the funded recipient in order to ensure that the funds are appropriately and specifically used.
6. **Completion Report:** Funded organizations, City, County, State and Federal entities will be required to submit a Project Completion Report within 90 days of the completion of the project.

## GRANT APPLICATION INSTRUCTIONS

1. Please prepare your application using: a) one-inch margins; b) Times Roman or Arial fonts; c) 12-point font size, double-spaced. **Do not italicize or script the font.**
2. Submit **FIFTEEN** copies of your completed the entire application except where only one copy of a document is requested. Do not submit the instructions as part of your packet.
3. Keep the Grant Application Form in the existing format and order provided.
4. Fax or e-mailed applications will not be accepted.
5. Applications that arrive after the deadline will not be considered.
6. Clip the application together. Do not staple or bind.