

Dane County Parks

Friends Capital Improvement Grant Instructions



Please fill out each field as much as possible to be considered for the various grant programs. Refer to the attached criteria to ensure all documentation is included.

Dane County Parks Friends Capital Improvement Grants will have an initial review after February 21, 2022. After that date, applications will continue to be accepted and will be reviewed as they are received.

Submit applications by email to dane-parks@countyofdane.com or mail to Dane County Parks 5201 Fen Oak Dr. #208, Madison, WI 53718

The Dane County Environmental Council Capital Equipment and Community Partner Grants Program CLOSED on February 21, 2022.

Project Title	Organization		
	Fiscal Agent <i>if different from organization</i>		
Grant Amount Requested	Will you accept partial funding?		<input type="checkbox"/> No <input type="checkbox"/> Yes
Are you able to provide matching funds, if requested?	<input type="checkbox"/> No <input type="checkbox"/> Yes If so, how much? _____		
Which would your organization be classified as? <i>Check all that apply</i>	<input type="checkbox"/> 501(c)3	<input type="checkbox"/> Municipality	<input type="checkbox"/> Friends of Dane County Parks
	<input type="checkbox"/> School or School District	<input type="checkbox"/> Other: _____	
What is the main purpose for the grant? <i>Check all that apply</i>	<input type="checkbox"/> Equipment rental or purchase	<input type="checkbox"/> Volunteerism	<input type="checkbox"/> Environmental/Sustainability Education or Interpretation
	<input type="checkbox"/> Park Construction Project	<input type="checkbox"/> Natural Area Restoration	<input type="checkbox"/> Other: _____
Project Timeline	Will the project move forward without this funding?		<input type="checkbox"/> No <input type="checkbox"/> Yes

Authorized Project Representative Contact Information

Name			
Title			
Organization Address		Street	
		State and Zip	
Phone	Work		Cell
Email			

Grant Program Descriptions

Dane County Environmental Council Capital Equipment Grants	Dane County Environmental Council Community Partners Program	Dane County Parks Friends Capital Improvement Grant
<p>Capital Equipment Grants are for projects that improve, protect, and enhance land and water resources in Dane County and provide clear and significant public benefits and access. May be used for equipment purchase or rental or for contracting for services such as construction of conservation measures or maintenance of previously constructed conservation measures. For the purposes of this program, “equipment” is defined as a durable product having a useful life of more than two years.</p>	<p>The Community Partners Program provides funding for projects that promote environmental and sustainability education, conservation and restoration of Dane County’s natural resources. All projects must be located in Dane County. Funding for this program is provided from Dane County and generous contributions from individuals and businesses.</p>	<p>Provides matching funds to implement capital improvements on Dane County park land. Capital improvements are generally defined as permanent changes that have a life expectancy of at least 10 years.</p> <p>The planning process for the project must be substantially complete. Project or concept must be identified in a master plan, if applicable.</p> <p>Projects must be approved by Dane County Park staff before submitting the application.</p>
<p>Eligible Applicants:</p> <ul style="list-style-type: none"> • Federally tax-exempt organizations under Section 501(c)3 of the IRS • Dane County schools and school districts • Municipalities 	<p>Eligible Applicants:</p> <ul style="list-style-type: none"> • Federally tax-exempt organizations under Section 501(c)3 of the IRS • Dane County schools and school districts • Municipalities 	<p>Eligible Applicants:</p> <ul style="list-style-type: none"> • Federally tax-exempt organizations under Section 501(c)3 of the IRS • Dane County schools and school districts • Municipalities <p>Organization must have previously worked with Dane County Parks and abide by all county rules, policies and guidelines.</p> <p>Organization must have the capacity to implement the project on their own.</p> <p>Only one grant will be awarded per organization per year.</p>
<p>Project Budget: May fund up to 50% of the total project cost, with a maximum award of \$2,500.</p> <ul style="list-style-type: none"> • Cannot be used to make repairs on existing equipment. • Documentation for at least two cost estimates (on bidder’s letterhead) for each single item or multiples of a single item with a total value greater than \$250. Applicants are not required to purchase the lowest cost item, but justification for the additional expense must be provided. • Identify sources of matching funding. In-kind services may be used as match. For volunteer labor use \$15.00/hour. Professional services may be included at higher hourly rates. Mileage reimbursement may not be used to match the grant award. <p><u>All capital grants must be matched with cash or in-kind services by the grantee.</u></p>	<p>Project Budget: Maximum award is \$1,000.</p> <ul style="list-style-type: none"> • Documentation for at least two cost estimates (on bidder’s letterhead) for each single item or multiples of a single item with a total value greater than \$250. Applicants are not required to purchase the lowest cost item, but justification for the additional expense must be provided. <p>Matching funds are not required for this program, but are encouraged.</p>	<p>Project Budget: May fund up to 75% of the total project cost, with a minimum award of \$3,000 and a maximum award of \$18,750.</p> <ul style="list-style-type: none"> • Documentation for at least two cost estimates (on bidder’s letterhead) for each single item or multiples of a single item with a total value greater than \$250. Applicants are not required to purchase the lowest cost item, but justification for the additional expense must be provided. <p>All capital grants must be matched with cash. Donations and grants from private foundations, state or federal grants are acceptable match. <u>Donated or in-kind services are not allowed to be used for match.</u></p>

Grant Application Process

By submitting one grant application, your project may be considered for each of the grant categories. Please review carefully as the requirements vary among the programs. Please include all required components for all grant types for which the project may be applicable.

Requirements/Attachments for All Proposals

- Cover sheet
- Proposal narrative, not to exceed 1000 words
 - Program Plan and Objectives – Be specific & address the selection criteria
 - Project timeline, location and impact
 - Partnerships – Identify project partners and co-sponsors and how they will assist with the project
 - Sustainability – Describe how project will continue beyond the grant
 - Key Personnel – Names, roles and experience of key project individuals
- A completed budget sheet, using the template which is included below
- For 501(c)3 organizations, copy of the IRS letter determining federal tax exempt status
- Completed W9 form. Form found at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Letters of support (one-page maximum) from partnering organizations are encouraged
- Copy of a municipal resolution if project is being undertaken by a non-profit on municipal land
- Map that shows the location of the project

Additional Submittal Requirements for Dane County Parks Friends Capital Improvement Grant Proposals

- Cost estimates, bids, site plans or written specifications prepared by professionals

Review and Award Process

All applications arriving by the due date will be screened for completeness and forwarded on to the funding source(s) for a final review. Dane County Environmental Council awards will be announced in April 2022.

If one or more of these programs is able to fund your grant proposal, they will notify you and provide follow up instructions and reporting requirements.

Selection Criteria for all Proposals

- Public benefit
- Sustained environmental benefit of the project to land and water resources beyond project completion
- Detailed project budget showing sound financial planning, if applicable
- Ability of applicant to successfully complete the project
- Quality and clarity of the proposal including a complete narrative

Final Report

All award recipients will be required to submit a final report. Details will be included in your award notification letter. Failure to submit a final report will jeopardize the grantee's eligibility for future funding.

Free Native Plants Program

The Native Plants Program provides free native plants for use in school or community projects that benefit water quality, pollinators and education. These plants will be available in spring and fall each year. Spring plants are donated from community members through the Plant Dane native plant program and fall plants are grown by local volunteers. If interested in the Free Native Plants Program, applications are due February 1, 2022 for the spring cycle and July 1, 2022 for the fall cycle. Application materials can be found at: <https://lwr.dane.gov/grants-and-costshare/free-plants>

Proposal Narrative

Please do not exceed 1,000 words. It may be best to first write and edit in Word and then copy and paste into this application.

Project Budget Form

Applicant Name:	Project Name:			Sources of Funding	
ITEM DESCRIPTION (List ALL project components)	Quantity	Unit Cost	Total	Matching & In-kind Funds	Grant Funds Requested
TOTAL PROJECT COST				TOTAL MATCHING FUNDS	TOTAL GRANT FUNDS REQUESTED

Tips for a good budget:

- Be sure to review the grant program requirements carefully
- Sources of matching funds are required for capital grants
- Use county living wage for non-professional volunteer time - \$15 per hour
- Provide details (model numbers, quantity, vendors, etc.)
- Two estimates are required for any single item (including contract work) or multiples of a single item with a total value over \$250. Bids must be on bidder's official letterhead. With bids, check for non-profit pricing.

Once grant is approved, no budget changes may be made without prior approval.