Fremont County School District #25 Recreation District
Grant Application

Organization Information

Name of Organization:_____

Contact Person(s):_____

Address:_____

Phone:_____ Email Address (required):_____

Officers:
President:_____Vice President:_____

Secretary:_____Treasurer:_____

Number of SD#25 residents served by Organization or Grant: _____

Funds Requested

Total Funds Requested:$_____ +

Organization's Funds:$_____ +

Other Funds:$_____

Total Project Cost:$_____

Priority Of Project Items

1._____Amount:$_____

2._____Amount:$_____

3._____Amount:$_____

4._____Amount:$_____

The Board may, at its discretion, fund only part of the project based upon the listed priorities

Project/Needs Information

Short description of Project or Funding Need *(attach typed sheet if necessary)*

_____

_____

_____

_____

_____

How Was Cost Estimated (*attach estimates*)

_____

_____

Financial Information

Fees charged to each participant:$_____

Other sources of income (fundraiser, concessions) $_____

What are the major expenses

_____ $_____

_____ $_____

_____ $_____

_____ $_____

Do you maintain liability insurance _____

Is anyone associated with your organization paid _____

Are you registered with the IRS as a 501c.(3) non-profit_____

Fremont County School District #25 Recreation Board Information and Guidelines

(Retain for your reference and records)

Important Date: The Rec Board will accept proposals on Monday, January 14 in the School Board Room at the Districts Administration Office located at 121 N. 5th St West at 6 p.m.

Notification of funding will be given within a 4 weeks of this meeting.

Proposal: The contact person or presenter for your organization should have 10 copies of the proposal and will need to give a very brief overview of the proposal (4 minutes or less) and answer any questions the Rec Board may have. The proposal should include the 2 page application, signed indemnity, and any bids and/or supporting documents

Funding: The Rec Board has limited funds available each year and a lot of organizations requesting funds, so the larger your request is the less likely it will can be funded by the Board.

Granted funds must be spent by November 30 of this year unless your organization is given an extension by the Rec Board.

Funding requests/invoices should be sent to **FCSD#25 Rec Board P.O. Box 122 Riverton**

Final Evaluation: The organization must complete and submit the attached Final Evaluation with it final funding request. Funds will not be released until the Final Evaluation is received so the person in charge of the grant should keep a blank copy of the form folded up in the organization's checkbook.

Questions with the application or process can be directed to any of the officers Lars Flanagan Pres 856-9443, Eric Heiser Vice Pres 855-2038, Brett Watson Treasurer 857-3829

Any items purchased using FCSD#25 Recreation Board funds shall remain the property of the Recreation Board. Organizations will retain the responsibility to ensure proper use, maintenance, and storage of those items. Furthermore, any organization receiving funds will be required to indemnify and hold harmless the Recreation Board, its agents and assigns, prior to receiving any funding .

Recreation Board Guidelines

1. **All activities/programs are to be available to the residents who live within the boundaries of FCSD #25, appropriate for children and adults, and are to be advertised appropriately**
2. **Organizations will be funded once per twelve month period.**
3. **Equipment necessary to initiate or enhance a program will be considered. Applications must justify expenditures for equipment**
4. **A Final Evaluation is required for all funding. Submission of this form maintains the organization's eligibility for future funding**
5. **The Board expects funds to be used within the funding cycle. If an organization cannot meet that date an extension request needs to be submitted to the Board prior to that date**
6. **FCSD #25 recreation grants cannot be used to pay anyone associated with, or hired by, the organization**
7. **Prior to making any expenditure changes to an approved grant an amended budget, with explanations, must be submitted to the Board for their approval**

8. **Grant requests that are submitted after the application deadline may not be considered by the Board**

9. **Uniforms for any organization will only be considered once every 3 years**

10. **Grant funds cannot be used to fund improvements to privately owned property**

11. **Grants will not be awarded to any "for profit" organization.**

Fremont County School District #25 Recreation Board
Final Evaluation

(Keep and submit with final funding request)

Were there any changes in how the funds were spent from what was originally approved by the Board? Yes No

If yes explain:_____

_____

_____

Has the grant funding helped improve your program? Yes No

Will you be able to increase participants in your program because of the grant? Yes No

Did your program receive additional funding since receiving the grant? Yes No

From? _____

Has your program received any press coverage about your project/program? Yes No

List _____

Do you anticipate future grant requests to this Board? Yes No

Briefly describe possible future requests:_____

_____

_____

Were you generally pleased with the grant process? Yes No

Recommendations for improving the grant process: _____

_____