



**PARKS and RECREATION COMMISSION**  
**Match Grant Application Form**



Date of Application: \_\_\_\_\_  
Organization Requesting Funding:  
\_\_\_\_\_

**FOR OFFICE USE ONLY**  
Date Received: \_\_\_\_\_  
Date Reviewed: \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Amount Approved: \_\_\_\_\_  
Date Forwarded: \_\_\_\_\_

1. Project Title: \_\_\_\_\_

2. Project Description: \_\_\_\_\_  
\_\_\_\_\_

3. Project Location: \_\_\_\_\_  
\_\_\_\_\_

Legal Description, if checked: \_\_\_\_\_  
\_\_\_\_\_

List any legal encumbrances (mortgages, liens, etc.) on the property the Project is on, if checked:  
\_\_\_\_\_  
\_\_\_\_\_

Is the Project located within the corporate boundaries of the City of Duluth? YES\_\_\_ NO\_\_\_

Is the project on City Land? YES\_\_\_ NO\_\_\_

**REQUESTING ORGANIZATION:**

4. Organization Name: \_\_\_\_\_

5. Type of Organization: Incorporated\_\_\_ Unincorporated\_\_\_

6. Other (specify): \_\_\_\_\_

7. State in which state your organization is legally organized: \_\_\_\_\_

8. Corporate address: \_\_\_\_\_

9. IRS Taxpayer Identification Number: \_\_\_\_\_ Tax Code: \_\_\_\_\_

10. Officers or others legally entitled to commit the Organization

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Other: (specify) \_\_\_\_\_

**Match Grant Application Form** (cont'd)

11. Contact Person

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: W \_\_\_\_\_ H \_\_\_\_\_ C \_\_\_\_\_

E-mail address: \_\_\_\_\_

12. Do over 50% of your members live in the corporate City of Duluth limits? YES\_\_\_ NO\_\_\_

13. Name the streets/avenues that describe the boundaries of your organization: \_\_\_\_\_

\_\_\_\_\_

14. Who owns the land on which the Project is to be located?

Name of Entity: \_\_\_\_\_

Address of Entity: \_\_\_\_\_

15. If use of the property referred to in No. 3 above is controlled or impacted by anyone other than the applicant, attach legally binding evidence of such party's consent to the proposed use/and or improvements.

**PROJECT FUNDS REQUESTED:**

16. Type of Assistance: **Grant** for \$2,000 maximum .....must match with cash, material, and/or labor

17. Amount requested: \$ \_\_\_\_\_

18. Amount from other sources: \$ \_\_\_\_\_ \$ \_\_\_\_\_ in-kind labor

\$ \_\_\_\_\_ material

19. Total project cost: \$ \_\_\_\_\_

20. Project goals and objectives: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

21. Project time frame: Commencement: \_\_\_\_\_ Completion: \_\_\_\_\_

22. Public Recreation Purpose: Will this be open and free to the public? YES\_\_\_ NO\_\_\_

23. Given that the Commission's resources are limited, explain why this project should receive priority for funding: \_\_\_\_\_

\_\_\_\_\_

**Match Grant Application Form** (cont'd)

24. Are other similar facilities or programs offered in the City of Duluth? If yes, explain why this project will not cause unnecessary duplication of such facilities or programs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

25. What will the costs associated with maintaining and/or operating the Project (over and above Commission funding); how will those costs be met? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

26. Will the program continue without Park's grants? YES\_\_\_ NO\_\_\_

27. Does this project have an impact on a neighborhood? (i.e., noise, parking, etc.) YES\_\_\_ NO\_\_\_  
If yes, what type of impact? (good/bad, etc.) \_\_\_\_\_  
\_\_\_\_\_

28. Have you had meetings with the affected neighborhood or business district? \_\_\_\_\_  
\_\_\_\_\_

29. How many individuals would the project benefit?

What age group/s: Under 18\_\_ Under 25\_\_ Under 35\_\_ Under 50\_\_ Under 65\_\_

30. Will this project benefit people with disabilities in any way? YES\_\_\_ NO\_\_\_  
If yes, please give a brief description: \_\_\_\_\_  
\_\_\_\_\_

30. Has this organization ever received a grant from Parks & Recreation for this project?  
YES\_\_\_ NO\_\_\_ If yes, how long ago? \_\_\_\_\_

**ATTACH THE FOLLOWING TO YOUR APPLICATION:**

- a. list of your Board of Directors
- b. completed W-9 form
- c. detailed project plans (if construction is involved)
- d. Project Approval Form (if being done on city property)
- e. detailed project budget
- f. list all other sources of funding with amounts committed by each source
- g. attach evidence of each source's commitment
- h. detailed operating budget of your organization

**Applications are due:**  
August 22, 2014

**Submit to:**  
City of Duluth Parks Commission  
411 W. 1<sup>st</sup> St., Ground Floor  
Duluth, MN 55802