Northumberland County Recreation Commission Community Initiative Grant

Instructions and Guidelines

Retain these instructions. They contain important information regarding dates and criteria governing the administration of your grant.

The grantee application and invoice of you Community Initiative Grant are to be completed and returned to:

Northumberland County Recreation Commission
399 S. 5th Street
Sunbury, PA 17801

GENERAL GUIDELINES:

1. This grant MUST be used for a public purpose to support or promote activities having a recreational, social or charitable benefit or providing a service generally recognized as publicly desirable.

2. To be considered for funding under this program, the individual must be a non-profit or political subdivision. The Northumberland County Recreation Commission does not require a grantee to be incorporated; however, your organization must have the authority to enter into a legally binding contract agreement with the Recreation Commission.

3. The use of these grant funds are restricted to the time period specified in the contract. Funds may not be used for any activity, which occurred before the specified dates in the contract.

   EXTENSIONS BEYOND THE CONTRACT TERMINATION DATE MUST BE REQUESTED IN WRITING AND RECEIVED BY THE RECREATION COMMISSION AT LEAST THIRTY (30) DAYS PRIOR TO THIS TERMINATION DATE IN ORDER TO ALLOW SUFFICIENT TIME FOR PROCESSING A CONTRACT AMENDMENT.

4. Grantees receiving funding must adhere to all appropriate laws and/or regulations and codes. With respect to construction projects, the Recreation Commission does not impose any additional regulations regarding bidding procedures. However, municipalities must follow their municipal codes and any other existing statutes to bidding and nonprofit organizations must adhere to any requirements stated in the by-laws or other governing documents.

5. Grantees who have received funding from previous years can still submit an application, however, priority will be given to those applications that did NOT receive prior funding under this program.
6. The maximum amount approved for funding by an organization during one grant cycle shall be $2,500.00.

**IMPORTANT INFORMATION:**

**Political Issues:**

These funds cannot be used for political activities including lobbying activities of any nature. For example, the costs for items such as newsletters/brochures, meetings or any other activities whose purpose is to promote the views or position of your organization or membership would not be eligible for funding under this program.

**Private Membership Organizations:**

If your organization is an American Legion, VFW Post, or other private membership service organization such as: Lions Club, Rotary, etc., these funds may be used to make renovations, physical improvements or repairs to your facility or grounds.

**Improvements to Property or Facility:**

If the funding is being used for repairs, renovations and physical improvements or involve capital construction of any kind to a building or land, or purchasing something, which will become permanent addition to a building or land, indicate on your application the owner of the property. If the property is leased, please indicate the length and terms of the lease.

**COMPLETING THE APPLICATION:**

The following is the Criteria of Requirements for receiving points that will assist in the final selection.

1. Completed application must be submitted and complete by December 31 at the close of county business. Any applications received after the stated date and time will have points deducted from the review point total.

2. The Recreation Commission will insert your contract number in the space at the top of the application. When you invoice for funding, this number must be referenced. Failure to insert your contract number will delay the processing of your grant funding.

3. The Grantee Name/Address should be the official name and address of the organization or municipality receiving the grant. **DO NOT ENTER THE NAME OF AN INDIVIDUAL ON THIS LINE.**
4. List Grantee name and address so that grant application information can be mailed. Also, provide a phone/fax number where the contact person can be reached DURING THE DAY for additional information regarding your application.

5. Federal Employer's I.D. number: A Federal I.D. number is a nine (9) digit number and usually begins with '23', '24', '25' or '26' (Other numerical combinations are possible, however, all I.D. numbers are nine (9) digits long). DO NOT CONFUSE THIS NUMBER WITH YOUR TAX EXEMPT NUMBER, WHICH IS EIGHT (8) DIGITS LONG AND USUALLY BEGINS WITH THE PREFIX '75'.

All municipalities and organizations with paid employees have Federal I.D. numbers. Some nonprofit organizations with all volunteer staff fire companies may not have this number. If your organization does not have a Federal I.D. number leave this space blank on both the application and invoice form.

6. The Certification of your application and invoice must be signed by an authorized official of your organization or municipality. The Grantee Name/Address should be the official name and address of the organization or municipality receiving the grant. DO NOT ENTER THE NAME OF AN INDIVIDUAL ON THIS LINE.

7. The approved grant amount ($2,500.00) will be in an official letter of approval from the Northumberland County Recreation Commission.

8. Describe briefly your proposed Project Activity, for example: Ball Field reconstruction, identify "what" you want to do and how you will complete the proposed project.

Briefly describe the Grant Management ability of your organization. Can your Organization complete paperwork, maintain files, schedule presentations and provide a final report of proposed project activity.

Briefly describe technical plans, "quantities or measurements", of what your project needs in order to have an end result or final product.

Describe by specific location, where your proposed project is located and what areas are served by your organization. Include municipality or municipalities, maps, etc.

Identify how many persons will be served by your proposed project. Include your organization membership and those in the community you serve as beneficiaries of your organization.

9. Project Activity Budget should describe, by costs, what is needed for completing the proposed project. Include line items that prorate or split costs,
utilizing these Community Initiative Grant funds and those that your organization may have from other funding sources.

When completing the Budget, activities/items included will be incorporated into your legal contract. All budget categories must equal the approved total grant amount.

Once your contract is finalized, you may move funds among the existing budget item lines listed without approval of the Recreation Commission. However, the addition of new budget categories and any other substantial changes to your project activities MUST be approved by the Recreation Commission. SUCH CHANGES MUST BE REQUESTED IN WRITING AND RECEIVED AT LEAST THIRTY (30) DAYS PRIOR TO THE CONTRACT TERMINATION DATE.

GENERAL PROCEDURES:

Processing your application/contract: Should your application receive approval from the Recreation Commission, you will receive a contract with four (4) signature pages for signatures by two (2) officials of your municipality/organization. Each signature page must be signed and dated by the same two (2) officials. Copied or stamped signatures are not acceptable.

Once signed, return the contract and all four (4) signature pages to the Northumberland County Recreation Commission and on final execution, a signed copy will be forwarded to you for your files.

Processing your check: Your invoice should be signed with backup documentation of expenditures as identified in your budget. Upon final execution of your contract, a check for the total contract amount will be forwarded to your organization once the Recreation Commission has scheduled a date/time for the presentation.

Closeout of your project: When you receive a copy of your executed contract, you will receive a form, which is a Closeout Certification. Upon completion of the project and/or expenditure of the grant funds, complete this certification and forward it to the Recreation Commission with a check for the total amount of any remaining unspent funds. It is necessary to maintain copies of receipts or invoices with the Closeout Certification, which should be maintained in your office file in accordance with generally accepted accounting procedures for the period of three (3) years.

Additional Questions: If you should have any questions regarding the completion of this application or the Community Initiative Grants, please contact Planning Department at 570-988-4343.

Appendix A
Contract Number:__________
Northumberland County Recreation Commission (N.C.R.C.) Grant Application

APPLICATION INFORMATION: (Program Grantee)

Grantee Name: ________________________________

Grantee Address: ________________________________

        Street

        City    State    Zip Code

        County

Federal Employer’s I.D. Number: ________________________
(Note: If your organization does not have a Federal I.D. Number, PLEASE LEAVE SPACE BLANK.)

Contact Information:

Name: ___________________________ Title: ___________________________

Address: ___________________________

        Street

        City    State    Zip Code

Phone Number where contact person can be reached during the day: ______________

          FAX: ______________

CERTIFICATION: ___________________________

        Authorized Signature

        Typed Name and Title

        Date

GRANTEE NAME: ________________________________
PROJECT DESCRIPTION:

Briefly describe, on this page only, what this grant will be used for and who will benefit. If you are a nonprofit organization, as opposed to a municipality or volunteer fire department, please briefly explain your purpose.

NOTE: The project description will become a legally binding part of your contract. Therefore, please include all anticipated activities, services or items to be funded with the grant. Once your contract is approved, you may make minor changes to the scope of the project, and/or subcontract the project activities without prior approval from the Northumberland County Recreation Commission. However, you may not significantly change your project or add new activities without prior written approval of the Recreation Commission.
Appendix B: BUDGET

On this page only, provide a budget listing all the items or categories to be funded under this grant. The total of the items listed must equal, or exceed, your approved grant amount. An application cannot be processed for less than the grant amount.

NOTE: Since the budget will become a legally binding part of your contract, please include all anticipated budget categories.

Once your contract is approved, you may move funds among existing budget items without approval from the Recreation Commission. However, you may not add new budget items without prior written approval of the Recreation Commission.
CLOSEOUT CERTIFICATION

I, hereby, certify that the grant funds authorized under the above referenced contract have been expended during the term of the contract and for the purposes describe in the Project Description and Budget, attached to the contract as Appendices A and B, including any amendments and/or modifications, as approved by the Northumberland County Recreation Commission.

I, further, certify that any funds remaining under this contract any interest earned on this grant has been returned to the Recreation Commission in accordance with the Closeout Certification.

Signature                                      Date

Type Name and Title

Grantee Name as it appears in the Contract Document

Name and Address where correspondence should be sent

INSTRUCTIONS:

Complete all information requested, affix original signature of chief agency/municipal official and return with a check for unexpended funds made payable to the Northumberland County Recreation Commission.

Return to: Planning Department
Northumberland County
399 S. 5th Street
Sunbury, PA 17801
N.C.R.C. USE ONLY:

Certification of Northumberland County Recreation Commission Approval:

[Signature]

Chair

Date

Date

Fund Balance Received:

$
INVOICE FOR COMMUNITY INITIATIVE GRANT:

Contract Number: ____________________________________________

Contract Name: ____________________________________________

Grantee Address: __________________________________________

Federal I.D. Number: ________________________________________

Approved Grant Amount: ____________________________________

Certification: ______________________________________________

Authorized Signature

Type Name and Title

Date

Authorization: ______________________________________________

c/o Northumberland County Planning Dept.
Northumberland County Recreation Commission
399 S. 5th Street
Sunbury, PA 17801