



# CITY OF SPEARFISH

Parks, Recreation and Forestry Advisory Board  
625 Fifth Street, Spearfish S.D. 57783

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2016

Dear Spearfish Associations and Organizations;

The Spearfish Parks, Recreation and Forestry Advisory Board (SPRFAB) would like to present the following recreation grant opportunity. \$1,500 of recreation activities grants are awarded each year to new and existing associations and agencies. These grants are primarily for the purpose of *start-up recreation opportunities, programs, or activities as a on-time purchase open to the general public*. Grants are limited to an award amount of up to **\$500.00**.

We look forward to this opportunity each year to provide community members with additional recreation and enhancement activities/programs. We are excited to release the following grant application and look forward to working with local associations, groups and agencies.

Please review the attached instructions and complete the application in the format provided. Grant applications are due by noon on April 1<sup>st</sup>. If your application is accepted we will contact you with a time for presentation. Applicants are requested to present their grant request to the advisory board on April 21, 2016 after 5:30 p.m. at the Spearfish City Council Chambers located at the City Municipal building at 625 5<sup>th</sup> Street, 2<sup>nd</sup> Floor.

If you have further questions, please contact Alecia Hoffman, SRAC Director or Brett Rauterkus, SRAC Recreation and Aquatics Specialist at 605-722-1430.

Sincerely,

City of Spearfish Parks, Recreation and Forestry Advisory Board

# CITY RECREATION ACTIVITIES GRANT REQUIREMENTS

1. Grant funds are to be used for the public and not for investment or savings for future use. Innovative and first time program applications will be given top priority as enhancing recreation opportunities is the goal of this funding. Full application and financials are due by April 1<sup>st</sup>.
2. Grant applicants will be asked to attend a meeting with the Park, Recreation and Forestry Advisory Board (SPRFAB) on **April 21, 2016** from 5:30 p.m. on. Applicants will be given five to ten minutes to present their application to the Board. Our staff will contact you to set up your appointed presentation time.
3. **Fiscal Paperwork Required:**
  - a) Non-Profit Organizations must include your 501(c) (3) status letter.
  - b) Match funding from additional sources is requested as part of this grant application and will be used as criteria for competitive selection.
  - c) **A detailed agency operating budget** of revenues and expenses is required.
4. **Funding considerations:** Requests should be for activities or events within the Spearfish City Limits or within three miles, thereof, as City tax dollars are used to fund these grants.
5. **Award/Decline Notice:** Grant awards will be mailed on or before May 15.
6. Applicants should understand that these funds will be subject to audit and the funds may not be released until after the project is completed and a final report is submitted to the SPRFAB. The final report must be submitted within thirty days of the close of the activity. The report should include a brief summary of the activity, including attendance numbers, success of the activity and any challenges (if applicable).
7. **Reimbursement Requirements:** Applicants must agree to provide the City of Spearfish with purchase receipts totaling the grant invoice amount from the agency awarded. The match funds and receipts must be **turned in by December 1, 2016**. *There will be no exceptions.*
8. **Submission Requirements:**

Application Deadline:	12 noon April 1st
Number of Copies:	One signed original
Mailing Address:	City of Spearfish 2015 SPRFAB Recreation Grant Application Enclosed Spearfish Parks, Recreation and Forestry Advisory Board 625 Fifth Street Spearfish, SD 57783
Drop Off location:	Spearfish Recreation Center 122 Recreation Lane, Spearfish SD

*If you have any questions, please contact Alecia Hoffman or Brett Rauterkus at 605-722-1430.*

# CITY RECREATION ACTIVITIES GRANT APPLICATION

PLEASE PRINT OR TYPE APPLICATION

## CONTACT INFORMATION

Date of Application:

Agency/Association:

Contact Person:

Street Address/PO Box:

City:

Zip Code:

Contact information:

Home # (     )     -     Cell# (     )     -     E-Mail:

## APPLICATION INFORMATION ALL INFORMATION REQUIRED

1. Grant/Program Title:

2. Amount Requested (Maximum of \$500.00):

3. Name and Contact, email and phone information of supervisors and or administrators of the program/activity?

4. How will the grant funds be used? (Provide a Program/Activities Summary in this section. Provide your match from other funds.)

5. Approximate age(s) and number of people expected to participate?

6. Provide any additional information we may need to consider for this grant application process:

**Section below is for Office Use Only**

Date Received:		Amount Requested:
Date Approved:		Award Amount:
Date Denied:		Letter sent:
SRAC Director Signature		
Date award was sent:		
Date invoice was received:		
Date check was requested:		
Date final report received:		