



CITY OF SPEARFISH

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

2017

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, activities as one time purchases 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 July 14th. Applicants are requested to present their application to the SPRFAB on July 20th at 7:00 a.m. at the Spearfish City Council Chambers. Thank you for your participation in this grant process. Please contact Brett Rauterkus, Recreation Facility Superintendent at 605-722-1430 or via e-mail at brett.rauterkus@cityofspearfish.com if you have any questions or would like a soft copy of the application.

Sincerely,

Brett Rauterkus, Recreation Facility Superintendent
City of Spearfish
C/O Spearfish Parks, Recreation and Forestry Advisory Board

RECREATION ACTIVITIES GRANT REQUIREMENTS

1. Innovative and first time program applications will be given top priority.
2. Grant applicants must attend a Park, Recreation and Advisory Board (SPRFAB) meeting starting at 7:00 am on July 20, 2017 to present their proposal. Presentations will be limited to a maximum of 10 minutes. Questions to follow.
3. 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).
4. Fiscal Report Requirements: A detailed operating budget of revenues and expenses of the requesting agency is required. Please include your 501(c) (3) #, or the # you are operating under. Matching funding from additional source is requested and will be used as criteria for competitive selection.
5. 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.
6. Award/Decline Notice: Grant awards will be mailed on or before June 30th.
7. Reimbursement Requirements: If awarded, applicants must agree to provide the City of Spearfish with purchase receipts totaling the grant invoice amount. These items must be turned in by December 1st, 2017. There will be no exceptions.
8. Submitting Requirements:

Application Deadline: By noon July 14th
Number of Copies: One signed original
Printed on Envelope: **2017 Recreation Grant Application Enclosed**

Mailing Address: City of Spearfish
Spearfish Parks, Recreation and Forestry Advisory Board
Brett Rauterkus
Recreation Facility Superintendent
625 Fifth Street, Spearfish, SD 57783

Drop off location: Applications may also be turned in at the Spearfish Recreation Center,
122 Recreation Lane

9. Questions: If you have any questions, please contact Brett Rauterkus at 722-1430 or brett.rauterkus@cityofspearfish.com.

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. How will the grant funds be used? (Provide a Program/Activities Summary in this section)
4. Name and Contact information of supervisors and or administrators of the program/activity?

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:
Board member Signature		
Date award was sent:		
Date invoice was received:		
Date check was requested:		
Date final report received:		