2014-15 CITY OF KNOXVILLE

PARKS AND RECREATION CHALLENGE GRANT

PURPOSE: For the development or improvement of public parks or recreation facilities in the city

PARAMETERS OF PROJECT:

1. Must be on public property, open to the public, within the city limits of Knoxville

2. Related to a facility which is used by the Department of Parks and Recreation for scheduled activities

3. Related to a facility that is available to all city residents on a yearly basis

4. City portion of these grant funds may not be used:
   a. to purchase a new facility;
   b. for regular maintenance;
   c. for the purchase of individual or team equipment

APPLICANTS RECOGNIZED, LEGALLY CONSTITUTED GROUPS MUST HAVE 501(c)3 or 501(c)4 or c(6) DESIGNATION (SEE ATTACHED NON-PROFIT APPLICATION)

EXAMPLES

1. Community Clubs

2. School PTA’s

3. Home-Owner Associations

4. Scout Troops

5. Athletic Commissions

6. Garden Clubs

CHALLENGE GRANT PROGRAM FUNDS:

1. $25,000 total appropriation in Parks & Recreation Department budget

3. City will reimburse fifty percent (50%) of the cost of a single project up to city funding maximum of $2500

4. The Department of Parks and Recreation reserves the right to award all, some, or none of the available funds

APPLICATIONS:

1. May be picked up in suite 303 of the City/County Building or downloaded from the city website: www.cityofknoxville.org

2. Deadline for submittal of applications is Monday, September 15, 2014

3. Applications are to be turned into the Department of Parks and Recreation office by the above date, before 4:30 p.m. to the attention of Valerie Whittington Upton

GRANT RECIPIENTS:

1. Will be notified and announced by, Wednesday, October 15, 2014

2. All project work must be completed by Friday, May 29, 2015

3. The Department of Parks and Recreation will select projects to receive funding after a review of all project applications and after a field/facility inspection, if necessary

4. Any money spent on the project by applicants prior to award of grant will not count toward the recipients fifty percent (50%) contribution

5. Payment procedures shall be determined by the City of Knoxville and included in the cooperative agreement

6. Grant recipients must submit a non-profit application along with copy of IRS Designation Letter and copy of most Current Annual Report when grant is awarded

7. This is a **REIMBURSEMENT GRANT. THE CITY WILL REIMBURSE FIFTY PERCENT (50%) OF THE COMPLETED PROJECT COST, I.E. UP TO THE MAXIMUM AWARDED WHEN ALL INVOICES, ACCOMPANYING CANCELED CHECK COPIES AND OTHER NECESSARY DOCUMENTATION IS SUBMITTED AS PROOF OF PAYMENT.**

For further information, contact the City Parks and Recreation office at 215-2091. The mailing address is: P.O. Box 1631, Knoxville, TN 37901.
2014-15 APPLICATION FOR KNOXVILLE DEPARTMENT OF PARKS & RECREATION CHALLENGE GRANT

DATE_____________________________

NAME OF GROUP____________________________________________________________

TYPE OF GROUP_____________________________________________________________

NAMES, ADDRESSES (INCLUDE ZIP CODE), AND PHONE NUMBERS OF THREE OFFICERS OR DESIGNATED MEMBERS WHO WILL BE RESPONSIBLE FOR THIS PROJECT

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

LOCATION OF PROJECT______________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

LAND OWNED BY___________________________________________________________

DESCRIPTION OF PROJECT___________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

DESCRIPTION OF CONSTRUCTION METHODS TO BE USED IF CONSTRUCTION IS TO BE DONE_________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________
PLANNED COMPLETION DATE____________________________________________

WHO WILL BENEFIT FROM THE PROJECT?__________________________________
________________________________________________________________________
________________________________________________________________________

COST OF PROJECT IN DETAIL______________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

TOTAL COST OF PROJECT TO BE CONTRIBUTED BY THE GROUP____________
NON-PROFIT APPLICATION
Parks and Recreation

Organization/Applicant: ______________________________________________________

EIN (Federal Tax ID) Number:  ____________________________________

Contact Person/Ttitle/Phone#:  _________________________________________________

Required documents:

1. **Copy of IRS Designation Letter:** Tenn. Code Ann. § 6-54-111 requires organizations to be either non-profit charitable 501(c)3 and provide year-round services benefitting the general welfare of the residents of the municipalities, or 501(c)(4) or (c)(6) that “operates primarily for the purpose of bringing about civic betterments and social improvements through efforts to maintain and increase employment opportunities in the municipality by promoting industry, trade, commerce tourism and recreation by inducing manufacturing, industrial, governmental, educational, financial, service, commercial, recreational, and agricultural enterprises to locate in or remain in the municipality.”

2. **Copy of most current Annual Report** of business affairs and transactions, which include an annual financial statement audit, annual Treasurer’s Report or current Form 990, filed with the IRS. If your organization has not been in existence long enough to have an annual audit performed, you will be ineligible, under the statue, to receive any financial aid from the municipality.

3. **Written request on non-profit letterhead,** requesting specific amount of funding, including details and background of grant request. For entities identified as non-profit charitable 501(c)3 status, include examples/type of year-round services provided, benefitting the general welfare of the residents of the municipality.

Submit completed forms to:  City of Knoxville
                             Parks and Recreation Dept
                             City County Building, Room 303
                             Fax #865-215-2408

Mailing Address:
City of Knoxville
Parks and Recreation Dept
P O Box 1631
Knoxville, TN  37901