



# Maryland's Community Parks & Playgrounds Program

## FY 2018 GRANT PROPOSAL GUIDE

Maryland Department of Natural Resources  
Land Acquisition and Planning  
Program Open Space/  
Community Parks and Playgrounds Program  
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# Community Parks & Playgrounds (CP&P) Program Grant Proposal Guide

## A. Program Description and Requirements

### 1. Purpose

The Community Parks and Playgrounds Program provides grant funding assistance to restore existing park and green space systems and create new park and green space systems in the municipal corporations of the State and Baltimore City.

### 2. Source of Funds

The source of funds for this program is primarily State General Obligation Bonds, which may be authorized on an annual basis.

### 3. Administration of the Funds

The Department of Natural Resources' (DNR), Program Open Space (POS) administers the Community Parks and Playgrounds Program. Program Open Space staff prepare and distribute application materials to municipalities and Baltimore City, conduct grant writing workshops if necessary and provide background information and analysis on applications.

### 4. General requirements

The Community Parks and Playgrounds Program provides funding to incorporated municipalities and Baltimore City. Grants may be for up to 100% of the project cost and are selected on a competitive basis. Each applicant will be limited to one (1) **Grant Proposal List** submission package, which may contain several prioritized projects, per award cycle. Non-profit organizations are encouraged to partner with applicants in project sponsorship and implementation.

### 5. Types of Projects Funded

Activities eligible for funding include, but are not limited to:

- 1) development of new parks
- 2) rehabilitation of existing parks
- 3) expansion or improvement of existing parks
- 4) purchase and installation of playground equipment
- 5) development of environmentally oriented parks and recreation projects
- 6) development of new trails or extension of existing trails
- 7) creation of access points to water recreation resources
- 8) acquisition of land to create new parks

Notes:

- The Department of Natural Resources works to provide opportunities for Marylanders, especially our children, to experience nature. The Department has developed a web site <http://www.dnr.state.md.us/cin/NPS/index.asp> that provides information about Nature Play Spaces. Nature Play Spaces are one of the many types of public recreation projects eligible for consideration for Community Parks and Playgrounds grant funding.
- While land acquisition costs may be considered for project funding, the highest priority will be placed on capital costs associated with park development and improvement.

### 6. Specific Project Eligibility Requirements:

- 1) Projects are within the applicant's jurisdiction and the applicant holds the rights to develop on the property.

- 2) Applicant demonstrates the capacity to plan, implement and maintain the project (sufficient and qualified staff or contractor, effective administrative procedures and systems, evidence of past success, etc.)
- 3) Project is consistent with National Playground Safety Standards and the Americans with Disabilities Act (<http://www.usdoj.gov/crt/ada/adahom1.htm>.)
- 4) Development projects must envision a minimum twenty (20) year life span. Projects must be properly maintained to be in a safe and useable state for access by all members of the public. If the grantee fails to do so, the grantee, at no expense to the State will replace the project with a project of equal or greater public recreational/ open space and monetary value approved by the Community Parks and Playgrounds Program.
- 5) Special care must be taken to ensure that your project site addresses any stormwater drainage issues and discharge requirements.
- 6) Sustainability and energy efficiency are always key elements as projects are considered for Community Parks and Playgrounds grant funding. Please ensure that any proposed lighting is energy efficient and reduces light spill-over to the maximum extent possible.
- 7) Land acquired under a State grant from the Community Parks and Playgrounds Program may not be converted, without written approval of the Secretary of the Department of Natural Resources, the Secretary of the Department of Budget and Management, and the Secretary of the Department of Planning from outdoor public recreation or open space use to any other use. Any conversion in land use may be approved only after the local governing body replaces the land with land of at least equivalent area and of equal or greater recreation or open space value. For any conversion of land acquired under a State grant from Community Parks and Playgrounds, the appraised monetary value of the land proposed for acquisition shall be equal to or greater than the appraised monetary value of the land to be converted, under the proposed new use of the converted land.

## **B. Proposal Review and Selection**

Awards will be competitive in nature. Program Open Space staff will review complete applications. Projects will be evaluated based on: consistency with CP&P Program's purpose, eligibility requirements and criteria as well as the applicant's **Project Details** responses. Program Open Space staff will make recommendations for grant selections. Once reviewed by the Department, all projects will be forwarded to the Department of Budget and Management for possible inclusion in the Governor's Budget proposal. Once the budget is approved by the Legislature, the selected projects will be submitted to the Board of Public Works for final approval.

Although the Community Parks and Playgrounds selection criteria and funding will be used for these projects, the applicant's management and maintenance responsibilities will be the same as those associated with projects receiving Program Open Space funding.

## **C. Notification of Award**

The Department of Natural Resources will send a letter of award to the applicant for each approved project. Approved grant recipients may be required to submit a revised itemized budget and signed funding authorization form.

## **D. Monitoring, Evaluation, and Award Disbursement**

The Department's Program Open Space staff will monitor local progress in accordance with stated timelines, performance criteria and goals set forth in each approved project and the standards and policies of the Community Parks and Playgrounds Program/Program Open Space.

Community Parks and Playgrounds is a reimbursable grant program. The Department will reimburse the applicant for the approved project costs when proper documentation is provided with the reimbursement request for individual component projects. Reimbursement for actual project costs of any component will at no time exceed the original estimate that was approved.

## E. Project Proposal Format and Submission Process:

1. *List* all proposed projects and funding requests on the **Grant Proposal List**.
2. *Complete* a **Community Parks and Playgrounds Application and Project Agreement** for each project listed on the **Grant Proposal List**. Sign and date the original application.
3. *Complete* **Project Details** for each project listed on the **Grant Proposal List**. Number and label each item. Responses may not exceed a total of five (5) pages in length.
4. *Assemble* all **Supporting Documents**.
5. *Contact* your Program Open Space Program Administrator, if needed, to review the required attachments.
6. *Complete* application packages must include:
  - (1) Copy of the **Grant Proposal List**; andfor each proposed project on the **Grant Proposal List**,
  - (6) Packets including: **Community Parks and Playgrounds Application and Project Agreement, Project Details, and Supporting Documents**.

*Please be advised that incomplete applications may not be considered for funding.*

7. **Applications are due on Wednesday, August 17, 2016 by 4:00 p.m. and must be submitted to:**

Community Parks and Playgrounds Grants  
Land Acquisition and Planning  
Department of Natural Resources  
Tawes Office Building, E-4  
580 Taylor Avenue  
Annapolis, Maryland 21401

## F. Anticipated Program Timeline

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|------------------------|--|
| <b>June 20, 2016</b>   | Proposal requests sent to all Maryland municipal corporations and Baltimore City         |
| <b>August 17, 2016</b> | Applications due by 4:00 p.m.  |
| <b>June 2017</b>       | Awards Announced and Notifications Mailed<br>(subject to budget allocation and approval) |

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