



North Dakota Parks and Recreation Department
 Recreation Division – 701-328-5357 – parkrec@nd.gov

Community Grant Program Application (Recreation Leadership)

Only completed applications will be considered. If necessary, responses may be typed on additional sheets and attached. **NOTE: Text boxes will allow unlimited typing; however, only visible text will print.**

Date of Application	
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Program Summary

Program Name	
Program Cost	
Grant Amount Requested	
Program Sponsor (Must be a political subdivision.)	

Program Sponsor's Primary Contact

Name	
Title	
Email	
Phone	
Fax	
Physical Address	
Mailing Address (if different)	
City	
Zip	
County	

Program Sponsor's Alternate Contact

None Yes, reported below.

Name	
Title	
Email	
Phone	
Fax	
Physical Address	
Mailing Address (if different)	
City	
Zip	
County	

GRANT MANAGEMENT

Has the program sponsor ever received funds from the Land and Water Conservation Fund (LWCF), Recreational Trails Program (RTP) or former Outdoor Recreation Facilities Program (ORF) grant programs?

No Yes, provide project names and numbers along with years of completion (next page).

PROGRAM DETAILS

Program Dates (If awarded, grant recipients have 18 months to complete their programs.)

Anticipated Start Date	
Anticipated Completion Date	

Program Description

Clearly state the program goals and objectives.

Describe the proposed training methods and materials to be used to implement the program.

NOTE: Text boxes will allow unlimited typing; however, only visible text will print.

Describe the method of evaluation that will be used to measure the success of the program.

Describe current public recreation programs or activities and how the grant will impact them; include any new recreational opportunities that will become available through the grant.

Describe the unique and/or significant aspects of the program.

Describe the benefits of the program to the community and/or intended audience.

NOTE: Text boxes will allow unlimited typing; however, only visible text will print.

Identify where the program will be based? (i.e. office space available, school, park district, other entity)

Program Funding

Total Program Cost (Grants are awarded the following % of the total program cost: 1 st year=75% 2 nd year=50% 3 rd year=25%)	
Grant Amount Requested	

Explain how you will meet the 25% sponsor match requirement the first year; 50% sponsor match requirement the second year; 75% sponsor match requirement the 3rd (final year); and how you will sustain funding beyond the duration of the grant. Include all funding sources funded by the grant and those funded by the program sponsor's cost share, required to implement and complete the program. Identify amounts, timelines, matching funds and/or in-kind contributions, any sources of revenue that will be derived from the program, and budget descriptions (may attach spreadsheet).

NOTE: Text boxes will allow unlimited typing; however, only visible text will print.

Would partial funding affect completion of the grant? Please explain.

PROGRAM DETAILS *continued*

Program Planning

Has your community conducted a survey indicating a need for the proposed program? Is the community aware of the program? Has it been publicized and, if so, how?

No Yes, please explain.

Is the program part of a strategic plan for recreational improvements in your community?

No Yes, please explain.

Describe any partnerships and/or agreements with other agencies that will benefit the operation or maintenance of the program.

NOTE: Text boxes will allow unlimited typing; however, only visible text will print.

Describe how the program or impacts of the program will continue after the end of the funded grant activities. Include information such as ongoing institutional support, continued training and education.

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PROGRAM NEED

Program Community

Population of Community that will benefit from Program:	
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Describe the recreational opportunities currently offered in the community.

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Describe how the program engages diverse communities and their shared experiences, views, and ways of learning.

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NOTE: Text boxes will allow unlimited typing; however, only visible text will print.

Program Demand

Programs must meet regional recreation demands as described in the Statewide Comprehensive Outdoor Recreation Plan (SCORP). (The SCORP is available online at <http://www.parkrec.nd.gov>.) Although not entirely, recreation leadership programs should work to address the needs of the region.

Program Region

- 1 2 3 4 5 6 7 8

Level of Need

- Primary Need Secondary Need Tertiary Need

Describe how your program fulfills the needs in your region.

ATTACHMENTS

Please attach the following documents to this application:

- Certifications regarding debarment, suspension and other responsibility matters, drug-free workplace requirements and lobbying (see Application Attachment A)
- Program timeline and deliverables

ATTACHMENT A

Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying

Persons submitting this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions – The prospective primary participant further agrees by submitting this proposal that it will include the clause titles, “Certification Regarding Debarment, Suspension, Ineligibility and voluntary Exclusion – Lower Tier Covered Transaction,” provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. See below for language to be used; use this form for certification and sign; Certification Regarding Drug- Free Workplace Requirements-Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) – (See Appendix C of Subpart D of 43 CFR Part 12)

Checking the boxes on this form and submitting it provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the funding agency determines to award the covered transaction, grant, cooperative agreement or loan.

PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions

CHECK IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Part B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

CHECK IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Part C: Certification Regarding Drug-Free Workplace Requirements

CHECK IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.

Alternate I. (Grantees Other Than Individuals)

1. The grantee certifies that it will or continue to provide a drug-free workplace by:
 1. (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 2. (b) Establishing an ongoing drug-free awareness program to inform employees about-
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

3. (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
4. (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
 1. Abide by the terms of the statement; and
 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. (e) Notifying the agency in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification numbers (s) of each affected grant;
6. (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a),(b),(c),(d),(e) and (f).
2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code)

Address Line 1:

Address Line 2:

City:

State:

Zip:

Check if there are workplaces on file that are not identified here.

Part D: Certification Regarding Drug-Free Workplace Requirements

CHECK IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.

Alternate II. (Grantees Who Are Individuals)

1. The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
2. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number (s) of each affected grant.

Part E: Certification Regarding Lobbying Certification for Contracts, Grants, Loans, and Cooperative

CHECK IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

CHECK IF CERTIFICATION IS FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true and that all information in this application is accurate to the best of my knowledge:

Responsible Official's Signature	Responsible Official's Title
Political Subdivision (Program Sponsor)	Date

Please return completed application via email to kstankiewicz@nd.gov by **November 1, 2013**.

ND Parks and Recreation Department
Attn: Kevin Stankiewicz, Recreation and Trails Grant Coordinator
1600 East Century Avenue, Suite 3
Bismarck, ND 58503

If you have any questions, please contact Kevin Stankiewicz at 701-328-5364 or kstankiewicz@nd.gov.