

**2018 Application Deadline: 4:00 pm on September 20, 2018**

<b>Official Use</b>
Date Received: _____
Application #: _____

**Monmouth County Municipal Open Space Grant Program  
Application Cover Page & Checklist**

***Note: This cover page & the checklist located on the reverse side must be completed and submitted for the application to be accepted. Submissions lacking an authorizing resolution will be deemed ineligible.***

**Applicant Information**

Name of Municipality: \_\_\_\_\_

Municipal Contact Person (same name and title as identified in resolution): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Person authorized to sign necessary documents. (same name and title as identified in resolution):  
\_\_\_\_\_

**Project Information**

Project Name: \_\_\_\_\_

Type of Project: \_\_\_\_\_ Acquisition    \_\_\_\_\_ Development

Address: \_\_\_\_\_

Block(s): \_\_\_\_\_    Lot(s): \_\_\_\_\_    Acres: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

Funding Request (round to nearest \$1,000): \_\_\_\_\_

\*\*\*For Development Projects the entire park is the project area. Be sure to include all Block and Lots for the entire park/project area.

**Formatting Requirements**

- The Application Cover Page should appear as the first page of the application.
- The Application Content must conform to the outline structure of the Application Checklist by containing the four main sections (3.C.1-4) and related subsections.
- The Application Content should not exceed 5 pages in length excluding maps and other supporting documentation.
- Proposals should be submitted in an 11-point font on letter size paper.
- Binders, folders, and notebooks hinder committee review and are discouraged.
- Four (4) copies of the complete application and any supplemental information are required. For acquisition projects, only one copy of the appraisal(s) is required.

**\*\*See the reverse side for application checklist\*\***

## **Application Checklist**

Complete the checklist below after the application package is assembled to ensure each required element is fulfilled. **Applications that are not complete by the deadline will not be considered for funding.** See Application Content and Project Evaluation Criteria sections of Policy and Procedures Manual for greater detail (pps.8-13).

### **1. Project Description**

- a. Project description/scope.
- b. Development projects –elements, concept plans, budget & municipal control of site. (pp.8-9)
- c. Timetable and schedule for completion. (pp.8-9)

### **2. Site Conditions & Natural Features**

- a. Describe physical conditions (improvements, vegetation, wildlife, topography & soils, water bodies and known environmental hazards). (p.10)
- b. Describe compatibility with surrounding land uses. Identify natural/historic/cultural features. (p.10)

### **3. Recreation/Open Space Program**

- a. Describe project recreation objectives and attainment of grant program goals. (p.10)
- b. Describe overall local programs, facilities & accomplishments and provide park inventory. (p.10)
- c. Describe overall local recreation/open space needs and project fulfillment of those needs. (p.10)
- d. Explain how project complements existing recreation and open space. (p.10)
- e. Explain how project is consistent with adopted plans. (p.10)

### **4. Supporting Documentation**

- a. Provide aerial photo and maps as described in Policy and Procedures Manual. (p.11)
- b. Minutes from a public hearing on the project and evidence of notice 10 days in advance. (p.11)
- c. Municipal resolution with required components (must use language provided). (pp.11-12)
- d. Copy of deed restrictions if applicable. (p.13)
- e. Letters of commitment from project partners, if applicable. (p.13)
- f. Acquisition projects – appraisal (one copy). (p.13)
- g. Identify other supporting factors. (p.13)

### **Avoid these common problems with applications**

- Missing information  
Use the application checklist to ensure that you are submitting a complete application.
- Inconsistencies between cover page, narrative, project budget, and the authorizing resolution  
Review the application components for consistency; pay particular attention to block and lot numbers and budget figures, for development projects the entire park is the project area.
- Designation of a municipal contact person unable to perform the function (see page 4 of the manual).  
A contact person who works regular business hours within the municipal offices may be best for prompt and efficient communication of information.
- Application narrative does not follow prescribed outline  
A well-organized application that is responsive to the application requirements and project evaluation criteria is more likely to receive funding (see pages 8-11 of the manual).
- Improper project site definition.  
For development projects the project site extends beyond the area of disturbance to include the entire park. All information provided in the application and hearing notice must include the entire park.
- Inclusion of ineligible costs in the project budget (see page 7 of manual).  
Ineligible costs include operational/maintenance costs, equipment, and soft costs such as engineering, surveys, permits, administration, and in-kind services.
- Faulty public notice or hearing process (see page 11 of manual).  
A public hearing with adequate public notice must be completed prior to the filing of the application, remember, for development projects the entire park is the project area.
- Property not on or eligible for the Recreation and Open Space Inventory or ROSI  
Funded properties must be used for public park, recreation, and open space purposes only. An easement restricting its use is a condition of award.
- Unrealistic budget or timetables  
Awards are based on the projected budget; no increases are available where actual costs exceed the budget and the municipality is expected to complete the project as described in the grant application. All projects must be complete within two years; apply for projects that can be completed within that period.
- Authorizing resolution does not include required components  
Applicants must use the form of resolution provided. Alterations will not be accepted, remember, for development projects the entire park is the project area.