



## MANDAN PARK DISTRICT MATCHING GRANT APPLICATION INSTRUCTIONS & RULES

1. All organizations applying for funds must be affiliated with a non-profit recreational group servicing Mandan with a quality program. Individuals will not be refunded.
2. Grant request **MUST BE** for capital improvements only. No funds will be disbursed for personnel, feasibility studies, loans, fund raising or religious purposes. Low priority will be given to equipment. Volunteer labor will not be considered as value for any project.
3. Grants are for one-year periods only.
4. Evidence must be shown that the organization has the fiscal integrity to complete the project. Funds must be in place for the matching grant.
5. Grant requests will be taken in January and June. Board screening of applications will be done in February and July. Payment of grant requests will be made once invoices are presented verifying the costs incurred not exceeding the grant limit.
6. Grant requests are limited to \$2500. Only one (1) request per year will be allowed.
7. Organizations who receive Park District funds for current capital improvement projects will be given a low priority.
8. Organizations who are funded have up to one (1) year to expend the funds on the projects described.
9. Applications not complete will be rejected and returned to the organization.
10. Limited funds are available for the matching grant, so applications will not be accepted once funds for the budget year have been expended.
11. Notification of grant awards or non-funding will be via mail to the head of the organization.







9. COMPETENCE (What evidence can you give of the ability of your organization and personnel to implement this project successfully?)

10. ANYTHING ELSE (What else would you like us to know about this project?)

11. TOTAL COST OF PROJECT.

TOTAL GRANT REQUEST (not to exceed \$2,500)

FUNDS AVAILABLE FROM ORGANIZATION.

TIME PERIOD FOR COMPLETION.

12. PROJECT BUDGET (Enclosed latest yearly budget from your organization as (APPENDIX C.)

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Signature of Organization Leader

Date