

Internal Grant Approval Form

Instructions

This form must be completed if you are applying for a grant, even if you expect the grant award to pass through the county to a nonprofit.

If any of the following are true, then you must request approval from the Board of Commissioners to apply for the grant.

- The grant requires county matching funds
- The grant will fund a new position that the county is expected to be sustained after the grant is finished
- The grant will fund a new program that the county is expected to be sustained after the grant is finished

If the grant will fund a new position, the [New Position Request](#) form will need to be filled out and submitted along with this form.

To enter your grant application request on the BoC consent agenda, this form and all attachments must be submitted via email to Lindsay.ray@chathamnc.org; vicki.mcconnell@chathamnc.org, lisa.west@chathamnc.org, hope.tally@chathamnc.org 14 days prior to the BoC meeting. Please refer to the attached schedule so you will be sure to make the deadline.

If none of the above conditions are true then you can bypass the Board of Commissioners and email this form to lisa.west@chathamnc.org, hope.tally@chathamnc.org vicki.mcconnell@chathamnc.org at least 2 weeks prior to submitting your grant application.

Board of Commissioner Meeting Dates

At the Board of Commissioner retreat in January 2012, the Chatham County Board of Commissioners voted to move to a monthly meeting schedule beginning in February 2012.

Dated of the monthly meetings are found on the [website: http://www.chathamnc.org/index.aspx?page=45](http://www.chathamnc.org/index.aspx?page=45)

Please check the website for the meeting dates. Agenda abstracts must be submitted two weeks prior to the meeting.

1. Grant Information

| | |
|---|--|
| Is a county match required for this grant application? | <input type="checkbox"/> Yes, cash match required <input type="checkbox"/> Yes, in-kind match required <input checked="" type="checkbox"/> No |
| Will the grant fund a new position or program that the county will be expected to continue after the grant is ended? ** | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| BoC meeting date for entry on consent agenda (Answer only if you answered Yes to any of the above) | October 17, 2016 |
| Agency or group offering the grant | North Carolina Attorney General's Office |
| Title of Grant | Environmental Enhancement Grant Program |
| Is this American Recovery & Reinvestment Act funding? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Total funding being requested from the grantor | \$500,000.00 This program can begin in FY18 or later. The request is for \$500,000 for up to 14 miles of trail construction and 2 pedestrian bridges, based on cost estimates of \$5 per linear foot for single use natural surface trail construction and \$300 per square foot for bridges of varying lengths that are six feet wide. The project within the Lower Haw may have up to 6 pedestrian bridges over stream crossings and approximately 5-7 miles of trails along each side of the river. However, this project could still move forward with a partial grant to fund fewer miles and/or bridges. |
| Total match required | No match. This is a reimbursement grant. |
| Source of match | General fund |
| Length of grant term | 3 years |
| Type of disbursement | <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Lump sum up-front <input type="checkbox"/> Other (describe) |
| Reporting schedule | <input type="checkbox"/> Quarterly <input type="checkbox"/> Twice a year <input checked="" type="checkbox"/> Yearly <input type="checkbox"/> Other (describe) |

** If the grant will fund a position, you must submit a request for new position form to Renee Paschal and Sybil Tate prior to applying for a grant.

2. Applicant Information

| | |
|--|---|
| Department | Parks and Recreation Department |
| Contact Person and title | Tracy Burnett, Parks and Recreation Director |
| County, non-profit, or other grant partners | |
| Name of person responsible for grant reporting and/or administration | Tracy Burnett |
| Signature of Department Head and Date | |

3. Grant Project Description

| | |
|---|---|
| <p>Has the grant project or position been noted in the department work plan or Request for New Staff Resources? <i>If so, attach that document and skip to Section 4.</i></p> | <p><input type="checkbox"/> Yes, the project is included in the department work plan <input type="checkbox"/> Yes, the position has been noted in the Request for New Staff Resources <input type="checkbox"/> No – Please explain</p> |
| <p>Provide a brief description of the grant project.</p> | <p>Trail construction project within the Lower Haw River State Natural Area located in Chatham County. The request is for \$500,000 for up to 14 miles of natural trail construction and 2 pedestrian bridges. The application deadline November 10, 2016. The county will know if awarded in the summer of 2017. The program can begin in FY18 or later.</p> |
| <p>What needs/issues/problems does the grant address?</p> | <p>This is a reimbursement grant up to \$500,000.00. The funds will come from general funds and be reimbursed.</p> |
| <p>What are the measurable goals and objectives? <i>(For help with goals and objectives, see the reference on the grant website.)</i></p> | <p>To develop a network of trails within the area of state owned land. Within 3 years of grant approval, the county will construct up to 14 miles of natural surface trail and bridges within the Lower Haw River Sate Natural Area.</p> |
| <p>If the grant will fund a new position, what are the responsibilities of the position? Who will supervise the new position?</p> | <p>NA</p> |
| <p>What are the major outcomes and benefits to the county that the grant will provide?</p> | <p>The grant will benefit the county by protecting of natural areas through riparian buffers or greenways, by building an environmentally sustainable trail network and installing bridges over stream crossings to prevent erosion and protect water quality</p> |
| <p>If this is a multi-year grant, does continuation of the grant in the second year depend on meeting measurable outcomes in the first?</p> | <p>No</p> |

4. Budget and Funding

| ITEM | GRANT FUNDS YEAR 1 | COUNTY/OTHER FUNDS YEAR 1 | GRANT FUNDS YEAR 2 | COUNTY/OTHER FUNDS YEAR 2 | EXPLANATION |
|---|--------------------|---------------------------|--------------------|---------------------------|-------------|
| Salary & Benefits (use Benefit calculator) | | | | | |
| Grant financial oversight & reporting | | | | | |
| Personnel oversight | | | | | |
| Contracted services (program service provider, publication writing/design, speakers, consultants) | \$500,000.00 | | | | |
| Office supplies & equipment (photocopies, computers, printers, supplies) | | | | | |
| Travel & Training (mileage reimbursement, rental/fleet car usage, meals, hotel,airfare, registration fees, parking) | | | | | |
| Meetings and workshops (meeting space or rental fees, group meals or refreshments, handouts/notebooks, audio visual rental) | | | | | |
| Publications – professional printing fees. | | | | | |
| Communication (postage, telephone, internet access, advertising) | | | | | |
| Office space (space, utilities, furnishing) | | | | | |
| Dues & Subscriptions | | | | | |
| Capital Outlay (vehicles, large equipment) | | | | | |
| Miscellaneous (insurance, safety, other) | | | | | |
| TOTAL COST | 500,000.00 | | | | |

