

**Government Partnership Funding Program  
Information & Application**



**PO Box 590  
4309 Lancaster Road  
Granville, OH 43023  
740-587-2535 | [www.LickingParkDistrict.com](http://www.LickingParkDistrict.com)**

# LICKING PARK DISTRICT

## Government Partnership Funding Program



### POLICY

The Licking Park District Board of Commissioners made a commitment in the recently passed levy (November 2, 2021) to allocate \$150,000.00 annually to fund projects in conjunction with our governmental partners. This program will be funded from 2023 - 2027 as levy funds are received by the Licking Park District.

Projects must meet the mission and goals of the Licking Park District and meet the needs of the local communities. The Licking Park District's mission is as follows:

*The mission of the Park District is to acquire, manage, preserve, and conserve natural areas within Licking County, while protecting wildlife and local history in a manner that enriches our communities and provides access to diverse parks, educational opportunities, and health and wellness activities.*

Funds will be available based on a percentage of the population in Licking County (using 2020 Census figures). Villages and townships may wish to collaborate regionally on joint projects. The Licking Park District will work to distribute funds as equitably as possible over the five-year period (2023 - 2027). See attached "Fund Allocation Sheet" for further details.

All grant payments are made on a reimbursement basis. Grant applicants must have adequate funds to finance the grant project prior to receiving reimbursement.

- Applications are accepted and considered at any time during the year, with the exception of 2027.
- Applications submitted for 2027 must be received by January 1, 2027, at which time municipality funding may be reallocated by the Licking Park District Board of Commissioners.
- Projects must be completed by December 31, 2027.
- Reimbursement payments will be disbursed directly to the municipality upon approval of Licking Park District.
- Only 1 project per application. If multiple projects are proposed, submit a separate application for each project.
- Mail one paper copy of your completed application to our office at LICKING PARK DISTRICT, PO Box 590, 4309 Lancaster Road, Granville, OH 43023.
- Please keep a copy of your completed application for your records.

- If you have questions about the application or would like to discuss your project proposal, please contact Kyle Lund, Director at either 740-587-2535 or [director@lickingparkdistrict.com](mailto:director@lickingparkdistrict.com).

### **ELIGIBILITY**

Under the Government Partnership Funding Program, only local governments are eligible to apply and may apply for the grant individually or jointly. Applicants must be able to finance the project prior to reimbursement and continue to maintain it as a public facility.

### **ACCESSIBILITY**

All grant-assisted projects must adhere to the Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA).

### **MATCHING FUNDS**

A minimum of 50% match is required for all projects. In-kind project labor, volunteer labor, donated materials, donated professional services, other grants, etc. may not be used as part of matching funds.

### **PROJECT SELECTION PROCESS**

#### **Site Visit**

During the selection process, a Licking Park District staff person may conduct an unscheduled visit to the project site. If the site is not open to the public during weekday daylight hours, please provide an explanation with your application.

#### **Recommendations, Approval & Notification**

Grant applications are reviewed by the Licking Park District Board of Commissioners. Upon announcement of grant recommendations, all applicants will receive letters of award recommendation or non-award. If a grant application is not selected, the applicant may modify and submit a new application. A full list of grant recipients will be available on the Licking Park District website for public viewing. Unique grant identification numbers will be assigned upon approval.

#### **Grant Agreement**

Upon final approval, an agreement between the Licking Park District and the grant applicant will be sent to the grant applicant for signature. After the execution of the agreement, the government body may proceed with the project. A copy of the executed agreement will be sent to the government body.

## **DURING THE PROJECT AND CONTINUING RESPONSIBILITIES**

### **Site Visit**

Throughout the performance period, a Licking Park District staff person may conduct an unscheduled visit to the project site. If the site is not open to the public during weekday daylight hours, please provide an explanation with your application.

### **Acknowledgment Sign:**

Upon project completion, a grant acknowledgment sign must be prominently displayed at the project site. The sign must contain the Licking Park District logo with the following verbiage: “funded by Licking Park District Levy Dollars and partner’s name”. Signs may be fabricated by the government body’s vendor of choice. The sign must not be smaller than 9 x 12 inches. Licking Park District will provide a logo to be utilized. Photo evidence of the project and signage shall be included with the Final Performance Report.

### **Progress Reports**

Progress Reports shall be due December 1 annually for any incomplete projects. The Progress Report shall be on municipality letterhead and include a detailed narrative of project status. Topics can include, but are not limited to estimated timelines, expenses, obstacles, and/or modification requests to the scope of the work.

### **Audits**

Audits may be conducted to determine if the government body has provided fiscal control. The records retention requirement is three years beyond the final payment of the grant project.

### **Compliance with Federal, State & Local Laws**

Federal, state and local laws pertaining to non-discrimination in employment, area use, minimum wages, conflict of interest and similar matters must be met at all times. Be aware of prevailing wage thresholds. Please check with the Ohio Department of Commerce - Division of Industrial Compliance at <http://com.ohio.gov/dico/default.aspx> for information about Ohio Prevailing Wages that may apply to your project.

### **Continued Recreational Use during Compliance Period**

The property developed with the Licking Park District Government Partnership Fund must be retained and kept open for public outdoor recreation for a period of 15 years from the date of the project closeout. During the Compliance Period, a property developed with the Licking County Government Partnership Fund shall not be converted from public recreation uses without the written approval of the Licking Park District Board of Commissioners. Compliance may be assured via periodic site inspections.

### **Discrimination Prohibited**

Property developed with the Licking County Government Partnership Fund must be open to the general public without discrimination. The government body agrees that no person shall, on the basis of race, ancestry, religion, color, age, sex, disability, national origin or veteran status be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity for which the government body has received financial assistance through the Licking Park District Government Partnership Fund.

### **ELIGIBLE PROJECTS**

Examples of eligible development projects include, but are not limited to:

- Picnic shelters and support facilities, including parking lots & restrooms.
- Camping facilities and support facilities, including parking lots & restrooms.
- Aquatic facilities, including lakes, ponds, beaches, launch ramps and docks.
- Playgrounds and outdoor climbing walls.
- Winter sports facilities: cross-country ski trails, sledding hills, outdoor ice skating rinks and warming huts.
- Recreational trails (including water trails) and support facilities, including parking lots, trailheads, kiosks, interpretive signage, and restrooms.
- Development of naturescapes, prairies, forests, wetlands, rain gardens, etc.
- Nature centers and support facilities, including parking lots & restrooms.
- Dog parks and support facilities, including parking lots & restrooms.
- Disc golf courses and support facilities, including parking lots and restrooms.
- Other projects approved by the Licking Park District Board of Commissioners.
- Reconstruction or rehabilitation of outdoor recreation facilities. NOTE: Maintenance projects are not eligible.

All projects, improvements and structures should be designed to harmonize with the natural environment. Emphasis should be given to public health and safety, and protection of the recreational value of the area. Projects must be constructed to recognized standards and specifications.

### **INELIGIBLE PROJECTS/COSTS**

Examples of ineligible projects/costs include, but are not limited to:

- Athletic fields
- Tennis courts
- Swimming pools
- Skate parks
- Recreation programs
- Portable recreation projects
- And other “active” recreation facilities
- Grant Writer Fees
- Indirect costs
- Planning Fees
- Payroll/Administrative Costs

**Licking Park District  
Government Partnership  
Funding Program  
Fund Allocation Sheet**

Each year communities are eligible for their annual allotment amount. Any unused allotment in a particular year may be applied to future years, not beyond 2027.

Municipality	City (C), Village (V), Twp (T)	Population per 2020 census	% of total pop	Annual Allotment	Total Allotment (over 5 years)
Alexandria	V	483	0.27	\$405.84	\$2,029.20
Bennington Twp	T	1,682	0.94	\$1,413.29	\$7,066.47
Bowling Green Twp	T	1,799	1.01	\$1,511.60	\$7,558.02
Buckeye Lake	V	2,520	1.41	\$2,117.42	\$10,587.11
Burlington Twp	T	1,209	0.68	\$1,015.86	\$5,079.29
Eden Twp	T	1,281	0.72	\$1,076.36	\$5,381.78
Etna Twp	T	18,896	10.58	\$15,877.30	\$79,386.51
Fallsbury Twp	T	985	0.55	\$827.64	\$4,138.21
Franklin Twp	T	2,112	1.18	\$1,774.60	\$8,873.01
Granville	C	5,946	3.33	\$4,996.11	\$24,980.53
Granville Twp	T	4,298	2.41	\$3,611.38	\$18,056.90
Gratiot	V	215	0.12	\$180.65	\$903.27
Hanover	V	1,270	0.71	\$1,067.11	\$5,335.57
Hanover Twp	T	1,766	0.99	\$1,483.88	\$7,419.38
Harrison Twp	T	8,049	4.51	\$6,763.15	\$33,815.73
Hartford (Croton)	V	404	0.23	\$339.46	\$1,697.30
Hartford Twp	T	1,029	0.58	\$864.61	\$4,323.07
Heath	C	10,412	5.83	\$8,748.65	\$43,743.24
Hebron	V	2,326	1.30	\$1,954.41	\$9,772.07
Hopewell Twp	T	1,180	0.66	\$991.49	\$4,957.46
Jersey Twp	T	2,557	1.43	\$2,148.51	\$10,742.55
Johnstown	C	5,182	2.90	\$4,354.16	\$21,770.79
Kirkersville	V	471	0.26	\$395.76	\$1,978.78
Liberty Twp	T	2,756	1.54	\$2,315.72	\$11,578.60
Licking Twp	T	4,824	2.70	\$4,053.35	\$20,266.75
Madison Twp	T	3,248	1.82	\$2,729.12	\$13,645.61
Mary Ann Twp	T	2,120	1.19	\$1,781.32	\$8,906.61
McKean Twp	T	1,606	0.90	\$1,349.44	\$6,747.18
Monroe Twp	T	2,571	1.44	\$2,160.27	\$10,801.37
Newark	C	49,934	27.97	\$41,956.88	\$209,784.39
Newark Twp	T	2,175	1.22	\$1,827.54	\$9,137.68
Newton Twp	T	3,194	1.79	\$2,683.75	\$13,418.74
Pataskala	C	17,886	10.02	\$15,028.65	\$75,143.26
Perry Twp	T	1,671	0.94	\$1,404.05	\$7,020.26
Reynoldsburg City Twp	T	1,127	0.63	\$946.96	\$4,734.79
St Albans Twp	T	2,059	1.15	\$1,730.07	\$8,650.34
St Louisville	V	352	0.20	\$295.77	\$1,478.83
Union Twp	T	4,284	2.40	\$3,599.62	\$17,998.08
Utica	V	2,064	1.16	\$1,734.27	\$8,671.35
Washington Twp	T	576	0.32	\$483.98	\$2,419.91
<b>Total</b>		<b>178,519</b>	<b>100.00</b>	<b>\$150,000</b>	<b>\$750,000.00</b>

**LICKING PARK DISTRICT**  
**Government Partnership Funding Application**  
**(Form No. 1)**

Applicant Agency: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_  
(must be employed by or member of applicant agency)

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Grant Project Title: \_\_\_\_\_

Grant Project Location: \_\_\_\_\_

\_\_\_\_\_  
(if location is at a current park, please list park name & address)

Description of Proposed Grant Project:

Total Acreage of Grant Project Area: \_\_\_\_\_  
(entire park where project will be located)

Financial Assistance Requested in Dollars: \$ \_\_\_\_\_

NOTE: In-kind project labor, volunteer labor, donated materials, donated professional services, other grants, etc. may not be used as part of matching funds.

Anticipated Total Project Costs: \$ \_\_\_\_\_

Anticipated Start Date (Month/Year): \_\_\_\_\_ / \_\_\_\_\_

Anticipated Completion Date (Month/Year) \_\_\_\_\_ / \_\_\_\_\_

**FINAL PERFORMANCE REPORT:**

At the conclusion of the project, the government body will provide Licking Park District with a Final Performance Report. The report will include a summary of all expenses paid for the project, including copies of all invoices paid for approval.

**CERTIFICATION:**

As the official designated to represent the government body and act for the government body for purposes of the Licking Park District - Government Partnership Funding grant program, I request that assistance be made available from the Licking Park District - Government Partnership Fund when funds are available. The government body that will be responsible for the proposed project has the ability and intention to finance the full cost of this project, with a 50% reimbursement not to exceed municipality limitations, and agrees to follow all policies noted in the grant application.

Agency Name: \_\_\_\_\_

Authorized Government Official:

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**RESOLUTION OF AUTHORIZATION  
(Form No. 2)**

The applicant must utilize an ordinance or resolution documenting authorization for filing this grant application. A hand signed certified copy of the ordinance or resolution must be included with the grant application.

Below is a sample format for a resolution authorization to be passed by the governing body of the government agency. The applicant may use this example format or its own standard format. If applicants are able to obligate the funds to satisfactorily complete the proposed project within their resolution, they should do so.

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WHEREAS, the Licking Park District administers the Government Partnership Funding Program which administers financial assistance for public parks and recreation purposes through its grant program.

NOW, THEREFORE, be it resolved by the \_\_\_\_\_  
(name of applicant)

That the \_\_\_\_\_ approves filing this application for  
(name of applicant)  
financial assistance.

That \_\_\_\_\_ is hereby authorized and directed to execute  
(local coordinator)  
and file an application with the Licking Park District and provide all information and documentation required to become eligible for possible funding assistance.

That the \_\_\_\_\_ does agree to obligate the funds required  
(name of applicant)  
to satisfactorily complete the proposed project and become eligible for reimbursement under the terms of the Licking Park District - Government Partnership Funding Program.

**REQUIRED CERTIFICATE OF RECORDING OFFICER**

I, the undersigned, hereby certify that the foregoing is a true and correct copy of resolution adopted by the \_\_\_\_\_ held on the \_\_\_\_ day in the month of \_\_\_\_\_, 20\_\_, and that I am duly authorized to execute this certificate.

\_\_\_\_\_  
(original signature)

\_\_\_\_\_  
(title)

**LICKING PARK DISTRICT**  
**Government Partnership Funding Application**  
**QUESTIONNAIRE**  
**(Form No. 3)**

Please provide complete answers and any information that may be beneficial. This may include statistics, photographs, survey results, master plans, etc.

Question #1: Why is the project needed? What is the existing need? How will the project address the need?

Applicant Response:

**LICKING PARK DISTRICT**  
**Government Partnership Funding Application**  
**QUESTIONNAIRE**  
**(Form No. 3)**

Question #2: How will the government body address maintenance of the project, maintenance budget and any maintenance plan for the project?

Applicant Response:

**LICKING PARK DISTRICT**  
**Government Partnership Funding Application**  
**QUESTIONNAIRE**  
**(Form No. 3)**

Question #3: How will the government body address accessibility, including those with disabilities?

Applicant Response:

**LICKING PARK DISTRICT**  
**Government Partnership Funding Application**  
**QUESTIONNAIRE**  
**(Form No. 3)**

Question #4: Please describe and provide documentation of public/citizen participation associated with the project.

Applicant Response:

**LICKING PARK DISTRICT**  
**Government Partnership Funding Application**  
**ATTACHMENTS**  
**(Form No. 4)**

**Evidence of Ownership**

For the land/parcel being developed with the application, provide a copy of the deed(s) and/or property ownership information from the county auditor. If the applicant leases the property, submit a copy of the lease agreement. Leases must have a term a minimum of 15-years beyond the anticipated date of the closeout of the project.

**Boundary Map**

A Project Boundary Map is required. This map should be a map of the property described in the deed or lease, typically a tax map, county auditor's map or survey.

**LICKING PARK DISTRICT**  
**Government Partnership Funding Application**  
**TOTAL PROJECT COSTS**  
**(Form No. 5)**

Provide a document showing all eligible project costs, with projected timelines. If the project will be completed in phases, please break down the costs and timeline for each phase as well.

NOTE: In-kind project labor, volunteer labor, donated materials, donated professional services, other grants, etc. may NOT be used as part of matching funds.

(Your Agency Letterhead)

## FINAL PERFORMANCE REPORT EXAMPLE

Applicant Agency: **SMITHVILLE**  
Assigned Project No.: **SMITH-1234**  
Grant Project Title: **Smith Road Playground**

<b><u>Project Items</u></b>	<b><u>Costs</u></b>
Purchase of Playground Equipment	\$75,000.00
Installation of Playground Equipment	\$11,250.00
Playground Mulch	<u>\$ 3,000.00</u>
	TOTAL SPENT: \$89,250.00
	50% REIMBURSEMENT: \$44,625.00

As a duly authorized representative for the grantee, I hereby certify that the expenses represented and the accompanying documents are true and accurate. I also certify that all expenses represented have not been applied to any other grants and are applicable to only the Licking Park District Government Partnership Funding Program.

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Signed Authorized Government Official

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Printed Name / Title

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Date

\*\* See enclosed photos of project