



DISTRICT DEVELOPMENT PROGRAM

**GRANT APPLICATION
FY 2006-2007**

District Development Program

Welcome to the District Development Program! This is a wonderful opportunity for you to improve the arts, parks, and recreational opportunities available to your community. The District Development Program is a joint program sponsored by the Tuscaloosa County Commission and administered by the Tuscaloosa County Park and Recreation Authority (PARA). The success of this program is dependent upon the input of the community that it serves. This packet is designed to streamline the process of receiving grant money from the Tuscaloosa County Commission.

Following is a brief overview of the District Development Program.

- I. Your Community or Community-based Program selects projects complying with our guidelines, then applies to the respective District Advisory Committee for acceptance. Part of this process involves the preparation of a budget that clearly shows the contributions of the community and the amount of the funding support expected from the County Commission.
- II. The District Advisory Committee reviews the application from the community and recommends to accept or reject the project based on its adherence with the program guidelines.
- III. The PARA Facilities Committee and Board of Directors are the next steps in the approval process. Once these two ratify the project, PARA acts as a facilitator. PARA is responsible for presenting the project to the County Commission for approval of the matching funds and for the administration of the project. The District Development Coordinator will be on hand to assist in the completion of the project. This includes providing lists of vendors, pricing assistance and assisting in placing a monetary value on donated labor/materials. They will also handle any public bids that need to be let for items over \$7,500.00.
- IV. The Tuscaloosa County Commission releases funds equivalent to a 50% match from the community.
- V. The District Development Program runs from October 1 through August 1 of the following year. All money must be spent and project work completed by this date.

Project Application

Group/Organization making application (name and address): _____

Name, address, and phone number of the Project Coordinator (must be contact person from the community who is accessible and authorized to make decisions concerning the project) _____

Project Description (remember, it must be located on public property, and must be accessible to the public) **Describe the whole project as it will be when completed. If you are doing the work in phases, detail the phases on a separate sheet. Please provide a sketch of the location of the work and plans of the project.**

Cost of project: \$ _____ (please provide an itemized project budget showing cost breakdown for community's participation and PARA's contribution)

Cash on hand: \$ _____ Donated materials/labor: \$ _____

Estimate of time for project completion (how long will this project take?) _____

If this project requires more than one fiscal year how many phases will there be? _____

Date of Advisory Committee Approval: _____

Date of Facility Committee Approval: _____

Date of PARA Board Approval: _____

Date of County Commission Approval : _____

Project Plans

As noted on the application page, include a figure showing the location of your work within the public property. For example, if it is a ballfield complex, show the approximate position of existing fields and buildings within the property, then delineate your project work on the figure.

If you are constructing a building or other structure, please include the following:

- ❑ Floor plan of building or plan view of proposed facility
- ❑ Elevation or side views of your building
- ❑ Show pertinent dimensions on your structure/facility
- ❑ Indicate location of drains, water outlets, interior walls, electrical runs, fixture schedules, etc.
- ❑ If showing ballfield lighting, include plan view of field with location of poles, wiring runs, transformer and main panel, and fixture schedule

Your plans will be reviewed by people with construction experience, please be sure and include all information.