



## **General Grant Guidelines**

**Match guidelines:** BCTB urges matching contributions from the project Sponsor and its Partners. While BCTB does not have a mandatory match requirement, BCTB likes to see at least a 30% match or more. The higher the match amount percentage the more beneficial.

**Sponsor and Partner funding:** Please explain the match funding and in-kind amounts the sponsor and other partnering sponsors will be providing. Please list the amounts by partner name. See checklist page

If the project proposal may consist of several project approvals and or funding phases they should all be presented as part of the full package with the presented details covering the first approval request and the remaining being a description of the future work with estimated timelines, work and costs so the Board has a full understanding of the long term potential requests and timing of them.

The project proposal to be acted upon now must contain licensed engineer designed and approved site plans, and structural drawings if construction work is involved (buildings, roads, etc.).

Project grant proposal must be submitted to the BCTB Secretary a minimum of two weeks prior to the established monthly meeting schedule. This allows for adequate time for the BCTB members to review the application and complete any further research before the next meeting and allows for time for the project to be listed on the agenda for action at the next appropriately scheduled meeting.

Grant applicant sponsors will be provided an update via letter or email from the BCTB President within two weeks of the meeting where the application was discussed, documenting and for the action taken on the application. BCTB will submit their grant approval to the County Commissioners at their next scheduled meeting BCTB can get on the agenda for their final approval. Upon that approval and upon receipt of a confirmation letter from the Broadwater County Commissioners an approved grant letter and signature page will be sent to the grant recipient.

Monthly reports of progress on the projects will be required from grant sponsors.

Grant payments will be made upon submission and approval of claims by the sponsor to the BCTB

## Grant Application Checklist

This checklist is to assure and the Broadwater County Trust Board that you have completed the application, included all of the necessary documentation and provided (5) five copies of the completed application. Please check the appropriate items below as you complete preparation of your application and include this checklist as Page 2 of your applications.

Read and understand the General Grant Guidelines

Itemized list of in-kind contributions

Completed and signed application form.

Sponsor contact person's name, phone number and address are included and legible.

Plans and specifications for project. This is to include engineer approved site, structural, and roadways plans and technical drawings. If the project is phased, then the phases need to be described.

N/A If project is on land not owned by the sponsor (private or public), include letters of support from the landowner and copies leases or easements or letters authorizing access for the project.

N/A Attach copies of required permits (electrical, plumbing, ADA, etcetera).

N/A All electrical and plumbing must be done by licensed individuals. Please identify individuals and/or companies that will be doing this work.

All applicable city, county, state and federal codes must be met.

Letters of support from user groups/individuals.

Map showing project area

Provide **six (6)** completed copies of application with attachments

### **Itemized List of In-Kind Contributions**

STOKE Directors, Youth – 125 hrs @ \$20/hr

Research, emails, phone calls, knocking on doors, meetings



**General Information:**

1. Classification of Project Applicant (check one).

           County  
  x   Municipality  
           State or Federal  
           Other (explain)

2. STOKE (Science, Technology, Outdoors, Knowledge, Entrepreneurship)  
Name of Applicant

3. P.O. Box 1024  
Mailing Address

4. John Hahn  
Applicant Contact Person

(406) 202-1050      hahnsupply@mt.net  
Home Telephone      Work Telephone      Fax      E-mail

5. Classification of Land (Check One).

  X   Public Land             Private Land             Combination of  
Public and Private.

6. Project Location.

Broadwater      South Walnut & 4<sup>th</sup> Street      Holloway Park  
County      Township, Range, Section, ¼ Section

Townsend  
City, Town

7. Project Description: Describe the scope of work and what you intend to accomplish with this project. Additional information should include provisions for ADA access, how the project will benefit the recreational public, provisions for safety information/education and unique attributes or features of this project. Include maps (area and project specific maps, technical designs. Describe compliance and attach items to show compliance with the Grant Application Checklist.

**(See attachments)**

8. Who will operate and maintain this project when completed?

STOKE and the future Skatepark Club will monitor the usage and needs of the skatepark including maintenance along with the city.

9. Who will provide future maintenance and management plan?

STOKE, in conjunction with the yet to be established Skateboard Club, will enter into a MOA (Memorandum of Agreement) with the City of Townsend agreeing to oversee the maintenance of the Townsend Skatepark area. As the skatepark is primarily constructed of concrete, there should be little maintenance other than trash cleanup. STOKE will assist the city crew with any forthcoming maintenance issues associated with the skatepark and amenities if needed. STOKE will also work with the city of Townsend or any other interested parties in the management of the skatepark until such time that it is agreed upon their management responsibilities are not needed.

10. Project Time Schedule. How long after grant agreement signing will the project be initiated? When will this project be completed? Are there future phases of this in the long term? If so, explain them.

STOKE should know within a few weeks if the project will start soon. It all depends on Evergreen Skateparks schedule. As mentioned before, we missed the time slot to start shortly. The next possible time slot might be within seven to eight weeks, again depending on ES's schedule. It is possible if we miss this next slot, it could be several months, a year or two years before ES is back to Montana. We are very hopeful they will be back in several weeks so we need to be ready.

Once the project is started, it is estimated completion will be three to four weeks.

As for phases, we hope to expand if needed. It will be dependent upon usage and need. Also, an idea brought forth, an inline skate track will be considered. This could be an added feature that adds depth to the skatepark in added versatility, more area for skaters, skateboarders, scooters, bicyclers, even walkers.

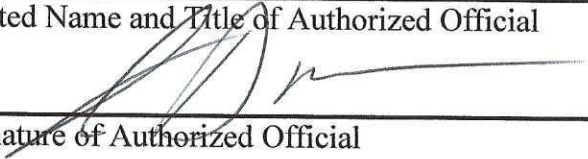
11. Should the Grant Application be approved, the Grantee agrees to provide monthly reports in narrative form or by attending BCTB meeting specifically addressing progress made and monies used to date. In addition, the Grantee agrees to file a final report with the Broadwater County Trust Board within one month after completion of the project. Photos of completed projects is appreciated. **Required?**

Signatures

**John D. Hahn, Treasurer**

---

Printed Name and Title of Authorized Official



---

Signature of Authorized Official

Submit 5 completed copies of application with attachments  
Broadwater County Trust Board  
515 Broadway  
Townsend, MT 59644

Virgil Binkley, Chairman 980-1548  
Debi Randolph, Broadwater County Trust Board Secretary 451-6035  
broadwatertrust@gmail.com

(May 2019 revised)