

Grant Submission Guidelines

Proposals for obtaining grants from the Tooele County Recreation Special Service District will be accepted from the **15th of February until March 31st**. **Five copies** of the proposal must be submitted to the address in the header or personally to a board member.

The proposal **must** follow the outline with the major headings and contain the information indicated. **Not following the guidelines could result in rejection of your application.**

1. TITLE OF THE PROJECT

- a. Point of contact with phone numbers
- b. Mailing address

2. DESCRIPTION OF THE PROJECT

- a. Location (map and/or drawing)
- b. Objective
- c. Description of proposed resource

3. RESOURCE REQUIREMENTS

- a. Funds (requested in proposal and from other sources if applicable, matching funds if any available)
- b. Manpower (indicate if labor is to be paid or volunteer basis)
- c. Expertise

4. OUTYEAR COSTS

- a. Maintenance
- b. Administration
- c. Security

5. ANTICIPATED RECREATIONAL USAGE

- a. Usage by Tooele County residents
- b. Total usage

6. APPLICATIONS PREVIOUS RELATED EXPERIENCES

- a. Start of construction date
- b. Completion date
- c. Resource life expectancy
- d. Major maintenance dates

A monthly update on your project is required by email or personal phone call to project manager assigned to your project. Funds not used by **October 31** of the grant year will be sent for review by the board to determine whether remainder will be dispersed. Receipts must be submitted to the project manager before funds will be dispersed. Failure to follow the guidelines may result in your submission be disregarded.

Please note that all projects **must** be completed by **30 November of the same year.**