GRANT APPLICATION INSTRUCTIONS
Lander District Recreation Board
PO Box 1673, Lander Wyoming 82520

Application Deadline: Friday January 6, 2017, 5 p.m.

2016 Grant Hearings – Tuesday, January 24 and Thursday, January 26, 2017
Meeting Rooms A&B, Fremont County Library

The Lander District Recreation Board of Directors is soliciting requests for 2017 recreation funds. Please limit your request documentation to the application form (attached) and a one-page cover letter. If your group has more than one request, submit separate “Grant Request Information” sheets as needed (see page two of the application form). Please check your formatting on your final application to make sure that important information has not been cut off!

Please, do not add any additional glossy sheets or folders in the application.

Requests must be mailed to the Lander District Recreation Board (P.O. Box 1673), or turned in to the Lander Parks and Recreation Office (405 Fremont Street) by 5 p.m., Friday, January 6, 2017. You will need to furnish 10 copies of the completed application. Requests submitted after this time will not be considered – no exceptions.

You must have a representative/spokesperson at our grant hearing on either Tuesday, January 24 or Thursday, January 26, 2017. The hearings will commence at 5 p.m. All representatives/groups will be pre-assigned a specific time period in which to give their presentations. Advanced notification of your time slot will be provided by the Recreation Board. Please limit your presentation to 5 MINUTES, after which the Board may ask questions.

Please be advised of our methods for consideration and distribution of grant money (abbreviated):

1. Requests may come only from non-profit organizations.
2. The Board encourages all groups asking for a grant to obtain some sort of match. This match may be in the form of other monies (i.e., Federal, State, Local), donated money, donated labor, in-kind labor, etc. Please delineate this in “Your Organization’s Contribution” in the grant application.
3. If a permanent structure is built with these funds, the land on which the structure is located must be owned by the grantee, or you must show proof of a lease which is at least 25 years in length, or have a letter of support by a public entity (School Board, City Council, etc.).
4. Grant monies must be used within the boundaries of FCSD#1 and must be used primarily by the residents of this school district. In addition, the facility or program must be open to the general public, at least on a limited basis.
5. All projects must be directly recreation oriented.
6. All grants must be spent within the 2017 calendar year, unless otherwise approved by the Board. Any projects that will take multiple years to complete must be presented as such.
7. The goal of this Board is to grant money to organizations within FCSD#1 for programs or facilities that are “unique”; that would not otherwise be possible due to economic circumstances; that benefit the greatest number of participants; that hold the costs (to the participants) to a minimum. It is not the purpose of this Board to grant money to organizations that do not observe these guidelines, or that already have the means to conduct their programs without outside help.
8. If you are awarded a grant, please follow the procedures in “Request for Disbursal of Lander District Recreation Board Grant Money” (see next page).

Thank you for your time, efforts, and consideration of the granting guidelines. Please feel free to call any Board Member if you have questions, and good luck.
REQUEST FOR DISBURSAL OF LANDER DISTRICT RECREATION BOARD GRANT MONEY

Grant money is to be spent during the calendar year. Request for reimbursement must be received by December 31st. Written requests for extensions will be considered, provided we hear from you prior to the December Lander District Recreation Board meeting.

The Lander District Recreation Board will disburse funds to your group to reimburse your group for money spent. We will not pay an invoice or pay vendors directly.

In order to receive your granted monies, please provide the following documentation when submitting for reimbursement by December 31, 2017:

(No exceptions!)

1. A cover letter summarizing your request for reimbursement for expenditure specifically requested in your grant application.

2. A copy of the invoice, receipt, or cancelled check for which you are requesting reimbursement.

3. A stamped, self-addressed envelope.

Questions? Please contact:

Dave Slovisky, Treasurer, at 332-9603 or webski@wyoming.com
Craig Bromley, President 349-4754

2017 Lander District Recreation Board Members

Craig Bromley, President, 349-4754
Jim Hutchison, Vice President 349-2077
Dave Slovisky, Treasurer 332-9603
Anna Smedts, Secretary 714-0142
Carol Chidsey 332-0454,
Andrea Dockery 544-2296,
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