

City of Laramie
Albany County Recreation Board

Funding Request Application

Fiscal Year 2023 (Funds would be made available on July 1, 2022)

City of Laramie – Albany County Recreation Board (ACRB) Funding FY23 Introduction

The Albany County Recreation Board's (ACRB) primary source of funding is the one mill recreation levy imposed by the Albany County School Board. The ACRB awards funding for proposals for recreation projects, which may include facilities, construction, programs, equipment, operations and maintenance to the City of Laramie, Albany County, the Town of Rock River and Albany County School District No. 1.

The City of Laramie, Parks & Recreation Department will accept proposals from community recreation providers, organizations, and clubs for Fiscal Year 2023 (7/1/22 through 6/30/23) community recreation projects. The ACRB is estimating the total recreation mill funding for Fiscal Year 2023 at approximately \$595,000.00. Over the past ten (10) fiscal years, the projects forwarded by the City of Laramie have been awarded an average of \$384,000. The proposed schedule is as follows:

- December 17, 2021, 4:00pm – Funding proposals are due to the City of Laramie, Parks and Recreation Department.
- January 12, 2022 - The Parks, Tree and Recreation (PTR) Advisory Board will host presentations on funding proposals at their regular meeting to be held at 6:00pm in a format to be determined. *All agencies submitting funding proposals are required to attend the PTR Advisory Board special meeting to provide a maximum 5-minute presentation on their funding proposal and to answer any questions the PTR Advisory Board members may have concerning their funding proposal.*
- January 13, 2022 - The PTR Advisory Board will host a special meeting at 6:00pm in a format to be determined to finalize the Board's recommendations that will be forwarded to the Laramie City Council for consideration at their February 1, 2022 regular meeting. All agencies are invited to attend the finalization meeting and regular meeting of the City Council if they so choose.
- The final recommendations of the City Council will be submitted to the Albany County Recreation Board for consideration on or before March 1, 2022. Once the ACRB receives grant requests from the four (4) governmental agencies, they shall schedule meetings to evaluate, discuss and make recommendations for grants for Fiscal Year 2023.
- Please note the recommendations of the ACRB must then be approved by the Albany County School District No. 1, Board of Education along with approving the recreation mill for Fiscal Year 2023.

The City of Laramie reserves the right to waive any informality in any submittal and/or reject all funding proposals, and to accept funding proposals that are in the best interest of the City of Laramie. The ACRB is a granting agency and does not have ownership, operational or maintenance responsibility for any of the grant funded projects. The sponsoring entity will be solely responsible for operations, maintenance and insurance coverage against public liability and property damage. An approved funding proposal in any given year does not guarantee or imply funding will be approved in any future year. By accepting funding, the sponsoring entity agrees to indemnify and hold the ACRB and the City of Laramie and its directors, employees, agents, and volunteers harmless from any liability arising in any way of the funded project including but not limited to any reasonable attorney fees and cost of defense. Reimbursements for funding proposals will be made to the grantees, or their designee, from the City of Laramie. All requests for reimbursement will require the completion of the Albany County Recreation Board – City of Laramie Allocation Grant Draw Request Form and proof of approved expenditures.

Please answer questions in the form provided. An application is also available for download on the City of Laramie website, www.cityoflaramie.org. Contact Todd Feezer (tfeezer@cityoflaramie.org, 721-5304) for assistance. All requested information must be completed before this application will be considered. Applications that are incomplete or are missing required materials may not be considered until all missing information or items have been received by the City of Laramie, Parks & Recreation Department. **Applicants must submit one (1) signed original application, plus one (1) electronic copy to:** Todd Feezer, Assistant City Manager, City of Laramie, P.O. Box C, Laramie, WY 82073 (tfeezer@cityoflaramie.org). **Applications must be received by the City of Laramie, Parks & Recreation Department no later than 4:00 p.m. on Friday, December 17, 2021.**

City of Laramie – ACRB Funding Application FY23

Checklist

This checklist is for applicant use only. Do not include this list in your application.

- One (1) Completed Original Copy hand delivered or mailed to: Todd Feezer, Assistant City Manager, City of Laramie, P.O. Box C, Laramie, WY 82073
- One (1) Completed Electronic Copy hand delivered or emailed to: Todd Feezer, Assistant City Manager, City of Laramie, P.O. Box C, Laramie, WY 82073 (tfeezer@cityoflaramie.org)
- Use only a staple, paperclip or binder clip to secure the application, starting with Section I. (Do not place your application in a folder, comb binder, etc.)
- Only provide what is requested. Do not include brochures, promotional materials, or any other extraneous items. *You may provide these items at your presentation on January 12, 2022*
- Completed Copy of Submitting Agency’s W-9 Form. Form Provided in this packet
- Complete and include Section V if *your agency received funding in FY2022*
- Mark your Calendar: **Presentation Schedule** (a final presentation schedule will be provided when applications are received)

Application Type	Date/Time	Location
ACRB Funding Proposal Presentation	January 12, 2022/ 6:00 p.m.	Laramie Community Recreation Center 920 Boulder Dr., Laramie, Wyoming

- No more than five (10) additional pages of supporting information. This should include pictures, diagrams, design plans, quotes, etc. **Quotes and/or firm estimates are required with all applications.**

APPLICANT INFORMATION

Organization Name:	
Contact Person:	
Mailing Address:	
Phone:	
E-mail:	
Website:	

Type of Organization: (Club, Organization, University, Non-Profit or Other)

Requested Grant Amount for FY23: \$ _____

Will there be any matching funds from the requesting entity? Yes, \$ _____ No

Will there be any matching funds from any other entity? Yes, \$ _____ No

Total Project Estimate (Grant Request + Matching Funds): \$ _____

Will this amount be used to leverage additional funds either through grants or other means?

Yes No

If you marked “yes”, indicate the amount of additional funds that will be leveraged and note whether these are estimated or actual. \$ _____ Estimated Actual

Brief description of request: Using the space below, *briefly* describe how your organization will use these funds and how the proposed program/project will benefit the community. *(A more detailed description is requested in Section III)*

Declaration: I hereby certify that the information given in this application for Albany County Recreation Board funding is true and correct to the best of my knowledge.

Responsible Party _____

Signature Print Name Date

Attest _____

Signature Print Name Date

Organizational History and Mission

Provide a brief history of your organization in Laramie and/or Albany County, the number of years your organization has been providing services, the services provided and your organization’s Mission Statement.

Organizational Structure

List your officers, director(s), leadership, including phone numbers and email addresses.

#	Name	Phone Number	Email Address
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Briefly explain how the funds will be used and why ACRB funds are necessary to accomplish this goal. Some discussion items to cover in this section may include:

- *whether or not the funding request has increased from prior years;*
- *whether or not this is a one-time or on-going request;*
- *large equipment or other fixed assets that will be purchased;*
- *how your project relates to community recreation or improves the overall quality, character or health of the community.*

	Population Served Annually:	
	<i>Children (5 & Under):</i>	
	<i>Children (6 to 12):</i>	
	<i>Teens (13 to 18):</i>	
	<i>Adults (19 to 59):</i>	
	<i>Seniors (60 & Up):</i>	
	<i>Total Served Annually:</i>	
	Other notes regarding population served:	

Briefly describe the following financial information related to your organization:

What is your annual operating budget and how are funds allocated for expenditure (the provision of an annual financial statement is sufficient for this item)?

How does your organization derive revenue to support your operational budget (the provision of an annual financial statement is sufficient for this item)?

Does your organization carry reserves or contingency funds and are those funds encumbered or allocated to any future projects?

Estimated Revenue for Funding Request

Provide a brief list of estimated revenue for the ACRB Funding Request. This should include the ACRB funding requested amount, matching funds and potential leveraged fund sources.

#	Source of Funds	Amount	Is this funding Secured or Unsecured?
1	ACRB Funding Request:	\$	
2	Other:	\$	
3	Other:	\$	
4	Other:	\$	
5	Other:	\$	
6	Other:	\$	
7	Other:	\$	
8	Other:	\$	
	Total Estimated Revenue:	\$	This figure should match total Estimated Expenses below.

Estimated Expense for Funding Request

Provide a brief list of estimated expenses for the ACRB Funding Request. This should include as many estimated items as possible. **Quotes and/or firm estimates are required with all applications please include them with your submittal. Local sources for purchases are preferred i possible.**

#	Item	Amount	Comments
1		\$	
2		\$	
3		\$	
4		\$	
5		\$	
6		\$	
7		\$	
8		\$	
9		\$	
10		\$	
	Total Estimated Expenses:	\$	This figure should match total Estimated Revenue above.

Complete this section if your agency has previously been awarded Albany County Recreation Board funds

Have all previously awarded funds been expended? Yes

No

If you have not used all the funds awarded, please include *amount remaining* and *date* by which you intend to use those funds.

\$ _____

Date: _____

Briefly describe the impact that the previously awarded funding has had on your program, project, or organizational operations. Some discussion items to cover in this section may include:

- *Number of persons served and demographics of persons served (income level, age, race, etc.)*
- *Describe the overall impact of these funds on your program, project or organization*
- *If your agency has not yet spent all of the awarded funds, please briefly describe your plans to expend the funds by the end of the fiscal year*
- *Did your agency use ACRB funding to leverage additional funds, either through grants or other means?*