

**City of Laramie**  
***Albany County Recreation Board***

***Funding Request Application***

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**Fiscal Year 2018**

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 is accepting proposals from community recreation providers, organizations, and clubs for Fiscal Year 2018 (7/17 through 6/18) community recreation projects. The ACRB is estimating the total recreation mill funding for Fiscal Year 2018 at approximately \$475,000.00. Over the past four (4) fiscal years, the City of Laramie has been awarded an average of \$360,000.00 in funded proposals.

- December 30, 2016 - City of Laramie, Parks and Recreation and Grant Analyst staff members will receive and review all funding proposals for completeness and assess the impact on community recreation within the City.
- January 17, 2017 - Staff recommended funding proposals will be presented to the Parks, Tree and Recreation (PTR) Advisory Board at a special meeting to be held on January 17, 2017, 6:00pm at the Laramie Community Recreation Center. *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 your funding proposal.*
- January 18, 2017 - The PTR Advisory Board will host a special meeting on January 18, 2017, 6:00pm at the Laramie Community Recreation Center to finalize the Board recommendations that will be forwarded to the Laramie City Council for consideration at their February 7, 2017 regular meeting. All agencies are invited to attend the finalization meeting and regular meeting of the City Council if they so choose.
- March 1, 2017 – The final recommendations of the City Council will be submitted to the Albany County Recreation Board for consideration by March 1, 2017. Once the ACRB receives grant requests from the four (4) governmental agencies, they shall schedule a meeting to evaluate, discuss and make recommendations for grants for Fiscal Year 2018.

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 2018. 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 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 out the funded project including but not limited to any reasonable attorney fees and cost of defense.

Reimbursements for funding proposals will be made from the City of Laramie. All requests for reimbursement will require the completion of the City of Laramie- Albany County Recreation Board - Funding Allocation Draw Request Form and proof of approved expenditures. The final reimbursement request will require a written report on how the funds were expended and how the use of these funds impacted community recreation.

Please answer questions in the form provided here. An application is also available for download on the City of Laramie website, [www.cityoflaramie.org](http://www.cityoflaramie.org). Contact Todd Feezer ([tfeezer@cityoflaramie.org](mailto:tfeezer@cityoflaramie.org), 721-5260) for assistance. All requested information must be completed before this application can 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, Director, Parks & Recreation Department, City of Laramie, 920 Boulder Dr., Laramie, WY 82070 ([tfeezer@cityoflaramie.org](mailto:tfeezer@cityoflaramie.org)). **Applications must be received by the City of Laramie, Parks & Recreation Department no later than 5:00 p.m. on Friday, December 30, 2016.**

*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 the Parks & Recreation Department.
- One (1) Completed Electronic Copy emailed to [tfeezer@cityoflaramie.org](mailto: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 17, 2017.*
- Copy of Submitting Agency’s W-9 Form. Form Provided in this packet.
- Complete Section V if *your agency received funding during the FY 2017 cycle*).
- Mark your Calendar: **Presentation Schedule** (a final presentation schedule will be provided when applications are received)*

<b>Application Type</b>	<b>Date/Time</b>	<b>Location</b>
ACRB Funding Proposal Presentation	January 17, 2017/ 6:00 p.m.	Laramie Community Recreation Center, 920 Boulder Dr., Laramie, Wyoming

- No more than five (5) additional pages of supporting information. This should include pictures, diagrams, design plans, etc.



**Organizational History and Mission**

*Provide a brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization's Mission Statement.*

**Organizational Structure**

*List your officers and director(s), indicating their terms of office.*

**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; and*
- *whether or not funding will be used to leverage additional monies for your organization either through grants or other means*

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**SECTION IV: City of Laramie – ACRB Funding**

**Budget Information**

**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, match funds and potential leveraged fund sources.*

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

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

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*Complete this section if your agency was awarded Albany County Recreation Board funding in Fiscal Year 2017*

**Amount Awarded?** \$ \_\_\_\_\_

**Have all funds awarded in FY 2017 been expended?**  Yes

No

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

**Briefly describe the impact that the FY 2017 ACRB 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 to 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?*