

CITY OF RAPID CITY SPORTS FACILITY GRANT POLICY

Mandate and Functions

One of the objectives is to enhance the quality of life of residents through the development, encouragement, establishment, co-ordination, implementation, and promotion of sport and recreational programs and services; and develop excellence in programs, services, and facilities which preserves and develops the traditional values, quality of life, and environment of all Rapid City residents.

In establishing the Sports Facility Grant and providing funding for sports organizations to renovate, develop and maintain their lease facilities the primary goals are to:

- Improve deteriorating sports facilities within the City of Rapid City.
- Increase and maintain safe facilities for our community and provide opportunities for healthy physical activity. Also providing infrastructure for regional, national, and international tournaments and festivals.
- Provide equitable criteria for assigning CIP funding to community projects.
- Increase knowledge and skills of leaders in sport, recreation, and fitness. Strengthening volunteer skills and enhancing resources available to their organizations will result in improved sport, recreation, and fitness opportunities.
- Improve positive values and ethics associated with sport, recreation, and fitness such as safety, environmental ethics, equity, and partnerships.
- Increase awareness of the benefits of these Rapid City facilities.
- Develop planning and policy initiatives with regard to a number of issues including municipal role in recreation, voluntarism, and resource allocation.
- Develop partnerships between the citizens, organizations and City Government.

WHICH ORGANISATIONS WILL WE CONSIDER GRANTING FUNDS TO?

The Rapid City Sports Facility Grant fund is set up to be used by and for voluntary, non profit making organizations which lease City owned facilities, primarily for residents of Rapid City. These include, for example, community sports associations, youth and adult organizations and service clubs.

We will not normally fund:

- * individuals
- * business organizations whose aim is profit
- * charities

GRANTS

The Council wishes to encourage voluntary organizations to maintain, improve and develop their facilities to keep them as safe and up to date as possible. Grants will **only** be awarded up to \$25,000 per project. CIP Committee will budget up to \$50,000 per year, and only if money is available within the CIP budget for that year.

The Rapid City Council by resolution adopted basic criteria to define the purpose of the "Sports Facilities Grant Fund":

1. The funds shall be made available to develop, renovate, or repair City owned sports facilities.
2. A sports facility is defined as any structure or field that is intended to be used primarily for athletic purposes.

In addition, the Council requested that this program do the following:

3. Encourage the leveraging of funds from other sources;
4. Hold an annual request-for-proposal (RFP) process; and
5. Minimize administrative costs.
6. Continue supporting other infrastructure renovations for our sports facilities (sewer, water, parking, etc.) out of other CIP funds through the five year planning process.

The match must meet the following requirements:

- At least 25% of the total 50% match must come from the sports organization itself and be in cash. The other 25% can be in volunteer labor or donated materials.
- A match may include cash, volunteer labor, donated supplies, equipment, or professional services such as design work.
- Assistance or funds from other City of Rapid City funding will not be accepted as part of a match, nor will any Federal Community Development Block Grant funding.
- The amount and type of match must be appropriate to the needs of the proposed project. The applicant must be prepared to justify that each element of the match, in the amount proposed, is required to complete the proposed project.
- The proposed match elements must be expended during the proposed project's implementation.
- All unskilled volunteer labor will be valued at Step 1 (\$6.26) for unskilled labor of the City of Rapid City's salary and wage matrix. Volunteer time devoted to fundraising and completing the project application is not considered part of the match.
- Professional services shall be valued at the reasonable and customary value of the product or service contributed by the professional to the proposed project. Any professional services claimed as a match must be directly related to the project.

The match contribution may be pledged by the donors as opposed to being actually collected and in-hand at time of application. However, the pledged match must be secure; that is, the applicant must have written evidence to support each element of the match from each donor.

All applications will be checked against the list of match requirements. If the match, as described in the application, does not meet this definition, the application will be considered ineligible.

Match resources must only be used after the project is actually awarded funds, if it is awarded funds. Awarded applicants can begin spending match once they are informed by letter they have been awarded.

Section III. Evaluation and Rating Criteria

Parks and Recreation staff will evaluate the applications and rank them by score. Using a projection of total funds available, the Parks and Recreation Sub-Committee will recommend which projects should receive funds and how much should be left in reserve (in case total funding falls short of projections). These recommendations will be forwarded to the CIP Committee who will approve or deny and send to the Rapid City Council. The Rapid City Council will make the final decisions.

Proposed projects which meet the match requirements above will be evaluated and rated based on the criteria below:

A. Quality of Match

The proposed match is **secure and ready** to expend:

+ 0 to 10 points

This criterion evaluates the realism of the applicant's proposed match and its availability. Maximum points will be awarded to applicants who demonstrate convincingly that they have the entire match amount readily available. For example, evidence of a secure match consisting of cash could be a bank statement and a resolution from the organization reserving a specific amount for the project. If the match is volunteer time, pledge sheets of individual commitments with specific time amounts totaling the proposed match is convincing evidence that the match is secure.

B. Neighborhood/Community Impact

The proposed project addresses a **severe deficiency and high need** for the particular type of sports facility:

+ 0 to 10 points

Maximum points will be awarded to projects addressing a high priority neighborhood/community sports facility need. A project will receive no points if the need for the project is not documented.

C. Proposed Project

Proposed project is well planned and ready for implementation:

+ 0 to 15 points

Maximum points will be awarded to projects that are carefully planned and clearly ready to proceed as soon as a grant award is available. The elements of a good plan include a well-defined scope of work, clear and measurable objectives, activities that will accomplish the objectives within a detailed time frame, indication that the applicant has provided for any specialized knowledge or expertise necessary to accomplish the objectives, and evidence that there is well-established coordination between the joint applicants.

D. Project Budget

The proposed **budget** is a reliable representation of the project's expenses:

+ 0 to 15 points

Maximum points will be awarded to projects with budgets that provide a detailed, line item breakdown of project expenses and revenues and indicate the source of the information used to develop the estimates.

E. Excess Budget Request

Project request exceeds \$25,000:

- 5 points for each additional increment of \$10,000

For example, a request of \$25,001 to \$35,000 will have 5 points deducted; a request of \$45,001 will have 10 points deducted. (Total Possible Points - 50)

F. Bonus Points

Five (5) bonus points will be awarded for each if:

- It is the only application from one of the five areas of the City as outlined by Ward Precincts.
- It is an application that was submitted previously and applicants were advised to make revisions in the project, and they have done so in the current application.

Fifteen (15) bonus points will also be awarded for each if:

- The project is for a youth sports facility.
- More than one organization is partnering on the same project.