



POLICY

COMMUNITY RECREATION AGENCY GRANT PROGRAM

DCRP Advisory Board Approved Revision: 12/09/2024
Board of Commissioners Adopted Revision: 01/06/2025

Purpose

The mission of Davie County Recreation and Parks is to enrich the quality of life in Davie County by offering exceptional recreational experiences through a diverse system of programs, events, parks and cultural resources. The purpose of this policy is to establish guidelines for the funding of qualified community agencies within Davie County interested in partnering with Davie County Recreation and Parks to carry out our mission through the promotion of recreational fitness, health, wellness and quality of life initiatives; capital improvement projects; and community based program activities that increase recreational opportunities for the communities served.

The establishment of this policy will ensure transparency, accountability, consistency, and adherence to best practices in the competitive grant process. This policy is subject to allocation of funds approved by the Davie County Board of Commissioners annually for the purpose of providing grant funding to qualified community agencies offering recreational services.

Eligibility Requirements

In order to be eligible to receive a Community Recreation Grant, the grantee MUST:

- A. Be a nonprofit, community agency, or an affiliate to a nonprofit agency with tax exemption status (501c3, 4, 6) that provides services that are stipulated “community parks and recreation” and serves the general public with a mission that reflects that of Davie County Recreation and Parks.
- B. Community Recreation Grant applications will only be accepted if submitted by a qualifying agency.
 - If applying as an active non-profit agency: Upload proof of the agency’s status as recorded with the North Carolina Department of the Secretary of State with their application. If the agency is a non-profit and has a Tax ID issued by the Internal Revenue Service (IRS), the IRS can provide the agency with an official determination letter. This letter must be uploaded and included with your submitted application.
 - If applying as an affiliate to a nonprofit agency: a) Upload a formal written document outlining the affiliation and partnership agreement as it relates to this grant application. This document must include signatures from both agencies. b) Upload proof of the non-profit agency’s status as recorded with the North Carolina Department of the Secretary of State with their application. If the agency is a non-profit and has a Tax ID issued by the Internal Revenue Service (IRS), the IRS can provide the agency with an official determination letter. This letter must be uploaded and included with your submitted application.
 - If applying as a community agency: Upload proof of the agency’s legitimacy through corporate charter, or organizational documents (such as by-laws, management agreements, assumed name documents). Document(s) must be uploaded and included with your submitted application.
- C. Operate in Davie County serving primarily Davie County residents and have been in operation for at least three (3) years prior to being considered for recommended funding. The County does not fund start-up agencies.
- D. The agency, including the facility where the agency gathers, must be open to all members of the general public. Information regarding how the facility can be reserved for public use must be clearly posted and proof must be provided in the application.

- E. In accepting money from the County the agency must come to an agreement with the County on terms and conditions of the grant awarded.
- F. The agency may only request funds for projects, services, or activities the local government (County) are authorized by law to engage in and meet North Carolina Constitution's public purpose requirement. The County may only contract and appropriate funds to a qualified agency for accomplishment of public purposes only. See N.C. Constitution. Article V. Section 2(7). See North Carolina General Statutes. G.S. 153A-449.
- G. The agency may not request funds for projects that have already been completed prior to submitting the grant application.

Preferred Applications

Applications which meet three or more of the following criteria will receive preferential status over other applications. Preferred applications should:

- Request funding for specific capital improvements/projects including those that: improve or construct parks and recreation facilities, implement parks and recreation programs/projects, purchase recreation equipment, and provide a match for other grants (Matching funds are recommended but not required).
- Not duplicate services and encourage shared services (maintenance/mowing, shared fields, connecting greenways, etc.) in connectivity with Recreation and Parks programs and services.
- Create or expand recreational opportunities available to County residents.
- Be a non-profit agency or an affiliate to a non-profit agency.
- Be under ownership of land/park-land or have a current long term lease agreement (10 years or more) that identifies and designates the land use for public park and recreation purposes.
- Add value to existing recreation facilities, amenities, and recreational or educational programs, which are reflective of the department's mission.
- Foster an atmosphere of inclusivity by extending recreational opportunities to all demographics and abilities.
- Focus on community recreational experiences rather than organizational needs.
- Promote goals established within the 2024 Davie County Comprehensive Parks and Recreation Master Plan.
- Promote goals established within the 2017 Davie County Strategic Plan (Quality of Life).
- Promote novel or innovative recreational experiences which may aid the department in achieving its mission with a wider audience.
- Connect to existing local government efforts through providing a leveraging effect or through creating synergies between multiple County departments or between jurisdictions.

Funding Request Cap

The maximum funding request allowable is \$40,000 per grant cycle. It is important for all agencies to make prudent decisions when determining what funding amount to request as you are competing with other like agencies. Applicants are encouraged to identify and prioritize projects and services that meet the agency's goals, and desired outcomes. Equally important is stewardship and positive impacts to the residents and community we serve.

Application Process and Requirements

- A. Beginning mid-December of each year, applications will be posted and available (online only) through the Davie County Recreation and Parks website. Mailed applications will not be accepted. Access to applications may be found at: <http://www.daviecountync.gov/DCRPGGrants>.

- B. All required information must be submitted on the online Community Recreation Grant application form. If areas of the application are left blank, the Department reserves the right to deny review of that application.
- C. Signed applications must be received online no later than 5:00 p.m. on the second (2nd) Friday of February each year. Applications or any modifications to submitted applications received after this date/time will not be considered under any circumstances.
- D. Applications received will be reviewed by department staff who will then make recommendations based on completeness, priority areas, and metric score rankings. An additional application review shall be conducted by the County Manager, Chief Financial Officer in conjunction with the County Attorney to ensure all applications recommended by the department for potential funding satisfy the North Carolina public purpose requirement. See N.C. Constitution. Article V. Section 2(7). See North Carolina General Statutes. G.S. 153A-449.
- E. Department recommendations shall then go before the Davie County Recreation and Parks Advisory Board who will assess and make consensus funding recommendations to the Board of Commissioners.
- F. The Board of Commissioners will review community recreation funding recommendations as part of the annual budget process and will determine final approval of grant awards. The total funding amount may differ from the recommended funding as well as the amount originally requested by the agency.
- G. Applications are reviewed and scored using a rubric system with the following criteria:
- Clear presentation of agency profile & description, eligibility and budget(s), type of funding requests, alignment and shared services, project approach, matching funds, and discretionary.
- H. Allocated funding checks are scheduled for distribution in July or August of the fiscal year.
- I. Community Recreation Grant applications will only be accepted if submitted by a qualifying agency.
- If applying as an active non-profit agency: Upload proof of the agency's status as recorded with the North Carolina Department of the Secretary of State with their application. If the agency is a non-profit and has a Tax ID issued by the Internal Revenue Service (IRS), the IRS can provide the agency with an official determination letter. This letter must be uploaded and included with your submitted application.
 - If applying as an affiliate to a nonprofit agency: a) Upload a formal written document outlining the affiliation and partnership agreement as it relates to this grant application. This document must include signatures from both agencies. b) Upload proof of the non-profit agency's status as recorded with the North Carolina Department of the Secretary of State with their application. If the agency is a non-profit and has a Tax ID issued by the Internal Revenue Service (IRS), the IRS can provide the agency with an official determination letter. This letter must be uploaded and included with your submitted application.
 - If applying as a community agency: Upload proof of the agency's legitimacy through corporate charter, or organizational documents (such as by-laws, management agreements, assumed name documents). Document(s) must be uploaded and included with your submitted application.
- J. Applicants are required to upload their agency's current year annual operating budget as approved by your governing board or leadership.
- K. Applicants are required to upload a project budget which includes a breakdown of the funding requested from Davie County Recreation and Parks and include quotes/estimates for the project. Do not include any estimated volunteer labor costs as part of your project budget. Please note that your total project budget(s) must equal your total grant funding request amount.
- L. Accurate and timely quotes must be provided for all materials and services listed in the grant application's budget. All quotes must be provided directly from the vendor and uploaded along with your application documents to Davie County Recreation and Parks. **Applicants are strongly advised NOT to use an online printed or screenshot shopping cart.** Instead, request the vendor(s) to email an official quote. Agencies

must purchase goods/services from the vendors provided in the quotes submitted. If the agency wishes to change vendors, a request must be submitted in writing and approved by Department staff.

***Note: When gathering official quote(s), please inform vender(s) to price, accordingly, as awarded grant disbursements occur in July (approximately 5-months after the grant cycle deadline).**

- M. All supporting documents required to complete the grant application must be uploaded in PDF file format in order to be accepted and reviewed.
- N. Grant funds may not be used to support food and entertainment costs, travel expenses, general office supplies, insurance, salaries for any individual or sub-contractor (except for labor costs directly related to an approved capital improvement project); corporate debts, contingencies, fines and penalties, interest and other financial costs; and legislative expenses.

Annual Reporting Requirements

- A. Awarded agencies will be required to conduct a virtual or a pre-recorded video presentation for DCRP staff and Advisory Board by May 31st. Presentations will focus on the agency's completed project goals and highlights. Notifications will be sent out via e-mail in March each year to include the date, time and location.
- B. Presentations must include the following key elements:
 - 1. Key project timeline updates.
 - 2. How the current grant funding was used and for what purpose.
 - 3. Address measurable outcomes of the specific project(s), service(s), or activity(ies) funds received.

Implementation of Grant Proposal

The awarded agency must agree to follow the subsequent guidelines, terms and conditions in order to receive awarded funds in full.

- A. Announcements of funding approval will be sent out via email within one (1) week of the initial decision. Once notifications of funds have been issued, staff will send all funded agencies the final contract funding agreement to sign via DocuSign. No work can be done on a grant project prior to the fund agreement signing.
- B. The agency must schedule a time with staff for an on-site visit after the completion of any capital improvement project.
- C. Grant funds must be used within the fiscal year they are allocated. If the funds are not used, and a project is not carried out in full, the department reserves the right to refuse funding in subsequent years while also requiring the return of unused funds.
- D. All verifications of expenditures must be submitted by May 31st of the same fiscal year awarded. Only valid paid receipts on a vendor or retail company's letterhead, printout or cash register receipt reflecting the company's name will be accepted. The agency must complete the funded activity project prior to May 31st of the same fiscal year awarded.

Disbursement of Grants

- A. The maximum amount considered for appropriation is determined by the Board of Commissioners annually. Please itemize and prioritize your submitted project budgets as funds are limited and we anticipate that many of the community's qualified agencies will compete for consideration.
- B. Upon approval of grant funds, payment to the agency will be in the form of a check or electronic funds transfer, which are written to or electronically transferred to the name of the requesting agency. An approved officer of the agency must sign all necessary forms and documents required by Davie County Recreation and Parks. Checks will not be written to or funds transferred electronically to an "individual" representing the organization.

- C. The agency receiving funds is responsible for adherence with all applicable government requirements and regulations including obtaining any and all appropriate permits (if required). If your project includes improvements to any county owned property, Davie County Recreation and Parks Director and Davie County Developmental Services Director must review and approve your plan before funds are released. If the project includes property which is not under the direct control or oversight of the agency applying for funds, proof of a long-term lease agreement (10 years or more) along with knowledge and consent on the part of the property owner must be presented with the application.
- D. No changes can be made to the project description and project budget without the prior written approval of Davie County Recreation and Parks staff.

Davie County reserves the right to cancel this program at any time prior to funding the grant.

Davie County does not discriminate on the basis of sex, race, color, age, religion, disability, or national origin.

Grantees MUST comply with all mentioned deadlines or awarded funds will be forfeited.

Contact

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Mission Statement

To enrich the quality of life in Davie County by offering exceptional recreational experiences through a diverse system of programs, events, parks and cultural resources.

Vision

Davie County Recreation and Parks is a vibrant, innovative and viable department committed to providing excellent recreational service delivery, enriching active movement and achieving high quality of life for current and future generations to come.