

# City of Ramsey's Park and Recreation Lawful Gambling Fund Improvement Program



This program's purpose is to utilize the City's proceeds from lawful gambling licensed in Ramsey to provide a matching program for the provision of outdoor recreational improvements.

*The Park and Recreation Commission's primary mission is to provide, protect, and enhance safe and diverse, active and passive recreation and to plan for and manage natural and developed outdoor resources to the highest quality possible.*

Ramsey's City Officials and Staff are pleased to provide you the opportunity to participate in this unique, natural resource and recreation development initiative.

Submission deadline: Two Weeks Prior to any Commission meeting

## **INTRODUCTION AND GENERAL CONSIDERATIONS**

Throughout the year the Commission will solicit and accept applications for projects occurring the following year. Applications will be accepted at any time. The deadline for submittal of projects will be 5:00 p.m. two Wednesdays preceding the regular Commission meeting.

The Commission has available approximately \$5,000, equating to one or more projects totaling more than \$10,000 in "value".

Applicants are urged to make early contact with a Commissioner or staff member to: ensure appropriateness with the program's intent and the City's plans; to potentially improve the proposal with other elements and cooperation; and, to define potential City project assistance.

Applying for this program is not a guarantee of funding. If there is a more appropriate source of funding, your proposal may not be eligible or you will be advised early in the process to seek other sources of assistance.

The Commission reserves the right to modify the provisions of this application when it is deemed in the best interest of the City, including modifying the available dollars to fund additional worthwhile projects. Conversely, the Commission may decide not to fund any projects in a given year.

The project must clearly benefit youth of Ramsey by recreational improvements or related property improvements with City limits, or in the case of outdoor environmental education, the project must provide lasting benefits for Ramsey's residents.

### **Project Report and Award**

After recommendation and approval by City Council, and notification of a successful application; the Commission, and/or Staff, will establish the projects reporting requirements. This may simply be a brief written summary of the project upon completion. Documentation, such as pictures of the various stages, may be desired by the Commission for use in promoting this program. Upon successful completion of the project, the City will issue a check for approved expenditures, or in some cases, materials may be purchased directly by the City.

**APPLICATION AND PROCEDURE**

There are four primary elements to this application. The first component of the application is the qualifying criteria. Proposers **must** answer the qualifying criteria in the affirmative to be considered further. For purposes of Qualifying Criteria Statement Number 4, the adult volunteer monetary rate is \$7.00 per hour.

The second is a brief written narrative. This should speak to the project's expected outcomes and describe **how** it meets with the qualifying criteria.

The third part of the application is a written response to the project considerations.

The final, and an important element of this application, is the project presentation before the Commission. It will be helpful to visualize the project (or problem) through photos, sketches, or to have a "sample" on hand of what the city's participation will facilitate. When possible, these exhibits should be provided to the Commission with the application itself.

Project proposals should be turned in at the Ramsey Municipal Center, 7550 Sunwood Drive N.W., Ramsey, MN. One copy is sufficient unless materials are not photo copy suitable (such as photographs) in which case nine copies would be helpful.

Questions or clarification on the materials may be directed to; 763 427 1410, where a staff person or commissioner will assist you.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone - Day:** \_\_\_\_\_ **Evening:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**QUALIFYING CRITERIA**

Please provide a yes or no, or a brief explanation to the following statements.

1. The project clearly and primarily benefits youth and/or identified park, recreational and natural resource needs located within Ramsey's City limits.

Yes: \_\_\_\_\_

No: \_\_\_\_\_

2. The project is low maintenance or that which is commonly associated with recreation and parks.

Yes: \_\_\_\_\_

No: \_\_\_\_\_

3. The applicant or their representative will appear before the Park and Recreation Commission at a predetermined meeting to present the proposal and answer any questions.

Yes: \_\_\_\_\_

No: \_\_\_\_\_

4. A minimum fifty-fifty match of dollars or labor at the current volunteer rate is required by the applicant and must be detailed in the budget.

Yes: \_\_\_\_\_

No: \_\_\_\_\_

## NARRATIVE

Describe your proposals objectives, outcomes and the projects benefits. Consider the who, what, why, how and when approach. Ensure that the printing is legible and include exhibits, photos or additional sheets if necessary.

## **PROJECT CONSIDERATIONS**

The following statements are intended to encourage quality projects that best address needs and provide optimum return on City participation. Please provide a response to each item, attachments are welcome.

- Describe the project's time line from start to completion.
- Provide budget detail, total resources required, sources of these resources, volunteer participation and how the project meets the minimum match of 50 percent, cash or labor. If the project requires less than a 50% match, please demonstrate.

- Has the project begun?
- Is the applicant prepared to make commitments for future operation and/or maintenance?
- Does the project represent a component of a larger City plan?
- How is the project disability sensitive?
- Are Ramsey businesses or contractors recipients of expenditures?