



Durham County Matching Grants

A Program of the

DURHAM OPEN SPACE & TRAILS COMMISSION

2016

Program Guidelines and Application Instructions

Open Space and Recreation Assistance Projects

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Durham Open Space and Trails Commission

Matching Grants Program

A Durham County Program Providing Recreation and Open Space

Introduction

The Matching Grants Program is designed to assist non-profit organizations in Durham County, both inside and outside the city limits, in preserving open space lands and promoting new or improved recreational opportunities for citizens of Durham County. Grant funds help provide public lands and outdoor recreational facilities through citizen initiative, support and involvement. Applicants must provide at least one half of the project's cost and manage all aspects of the project to accommodate public accessibility. Grant awards are made to new permanent programs and expansions of existing programs that meet a wide range of service provision criteria.

Grants are awarded competitively on a yearly cycle beginning in September with advertisements and announcements in newspapers, newsletters, emails and targeted mailings. Completed applications are due in the County Budget Office on the announced closing date by 5:00 PM. Recommendations for funding are developed by the Matching Grants Committee and the Durham Open Space and Trails Commission (DOST) for action by the Durham Board of County Commissioners. The County enters into a contract with the successful applicant organization and the project work begins in the spring with a maximum of twenty four months for completion. The completed project is managed and maintained for public use as agreed to by the contracted organization and may be inspected or visited on a yearly basis by a representative of the County.

The grant process consists of five steps and lends itself to the organization of the "Guideline" material as follows:

- I. [Qualifying As An Applicant and Project](#)
- II. [Preparing An Application](#)
- III. [Grant Award and Contract](#)
- IV. [Implementing The Project](#)
- V. [Continuing Responsibilities For Grant Projects](#)

You will want to carefully read this booklet, before beginning the application process. Answers for questions, which come up during each stage of the process, should be available under the applicable section of the guidelines.

For specific assistance with Matching Grants information, applications, questions, materials, presentations, or communication with the Matching Grants Committee contact David Ades, Matching Grants Administrator, County of Durham, Budget and Management Services Department, 200 East Main Street, 4th fl, Durham, NC 27701, telephone number (919) 560-0012. You may also email matchinggrants@dconc.gov for information and assistance.

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I. QUALIFYING AS AN APPLICANT AND PROJECT

A. Eligibility of the Applicant

Eligible groups are non-profit organizations, recognized by the Internal Revenue Service and the State of North Carolina or its agents, which seek to provide recreational opportunities or open space in Durham County. Eligible applicants will meet the following additional criteria:

1. Groups with an outstanding Durham County Matching Grant project will be eligible for a new grant if progress is demonstrated on the current grant and the additional grant complements or completes phases of the original grant.
 - a) A project is considered active until the twenty four (24) month completion date, as stated in the Grant Agreement, is reached. If a project has not been completed at this time, it will be considered outstanding, unless a grant extension has been given.
 - b) A project will be considered completed only after the final report and request for reimbursement has been received and accepted by County staff.
 - c) All groups or organizations administered by a common board or council will be considered a single entity for the purpose of administering the Matching Grants Program.

B. Eligibility of the Project

Projects eligible under the Matching Grants Program should fit within the wide range of open space and recreation goals adopted by the DOST. The DOST's goals are as follows:

DOST Goals

1. **As its primary mission, to plan for the preservation of:**
 - a) **Environmentally significant sites such as those identified within the Durham Inventory.**
 - b) **The County's scenic river corridors, particularly the Eno River, the Little River, the Flat River, and the New Hope Creek.**
 - c) **Critical environmental lands, such as wetlands and watershed areas.**
 - d) **Lands which represent Durham's rural heritage, important farmland, scenic roads, and important historic open space areas.**
2. **To provide opportunities for greenways, trails, and rails-to-trails linkages throughout the County, including corridors designed by the Urban Trails and Greenways Commission (currently the Open Space and Trails Commission), The Triangle Greenways Council, and the Mountain to the Sea Trail.**
3. **To support the provision of active recreation areas.**
4. **To educate and involve the citizenry of Durham County on the importance of preserving open space lands within the County: and of the need to provide open space lands as an integral part of the infrastructure that should accompany the development of land.**
5. **To assist in the preservation and long term protection of existing areas in Durham County that are presently used for passive or active recreation.**

With these broad goals in mind, the DOST has established general criteria for project eligibility, and selection priorities to rate projects competing for funding. All projects funded through the Matching Grants Program must meet the following General Criteria:

1. The project must be related to parks, recreational facilities, or the provision of open space areas in Durham County.
2. For any project funded, the applicant must provide an equal match toward the development of the project. [Section II.D.](#), describes the numerous ways in which this may be met by the applicant.

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3. The project must be a new project which adds to the recreational opportunities in Durham County. (Additions to existing projects are eligible for funding.)
4. The project must be physically complete and functional at the completion of the grant request. Projects may be part of a larger multi-phased plan, so long as each phase is independently functional.
5. Each project must be accessible (within reason) to the public. [Section V.C.](#), contains more information on accessibility.
6. The project must be environmentally compatible with the project site and the surrounding area.
7. The total cost of the grant project can include no more than fifty (50%) percent for support facilities. Support facilities include items ancillary to the main recreational or open space opportunity such as restrooms, storage facilities, and parking areas.

The following examples illustrate a range of projects that fit within the **DOST's Goals** and these **General Criteria**.

- Assistance to a local Land Conservancy or other non-profit organization in acquiring an environmentally significant natural area located in Durham County.
- Assistance to groups which are striving to provide additional recreational lands and facilities in the County, particularly where few opportunities presently exist.
- Assistance to a Neighborhood Association to develop a tot lot and playground.
- Assistance to a Parent Teacher Association (PTA) for capital purchases of equipment to upgrade the play equipment at an elementary school also used by the community.
- Assistance to a local Athletic League (such as soccer, softball, or little league) for land purchase or improvements for its privately-provided recreational facilities, where the playing fields would be open to use by the general public at times when League programs aren't scheduled.
- Assistance to a local Scouts Troop to clear and build a trail on publicly owned lands.
- Assistance to the local Canoeing Club to provide additional boating access on local rivers.

C. Ten Grant Selection Priorities

Any project which meets the DOST's goals and general criteria as listed above is eligible for funding. The following list of grant selection criteria will be used by the DOST to review the grant applications, and to make grant award recommendations to the Board of County Commissioners. The DOST and the Board of County Commissioners reserve the right not to award the full amount of grant money available for any given year.

Priorities for funding under the Matching Grants Program favor those projects which provide maximum open space benefits and recreational facilities. The following grant selection priorities are each of equal importance and should be given serious consideration as you weigh your organization and project's qualifications for funding.

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1. The extent to which the project meets a need relative to existing parks, recreational facilities and open space areas in that geographical location. In each funding year and collectively over time, a balance of projects should be funded which reflect the geographical range of the County and a variety of projects.
2. The intrinsic value of the project or the quality, value, and need of the project to the County. Priorities supporting certain types of projects may be set by the Board of County Commissioners and the DOST for a particular funding round.
3. The extent to which DOST's goals are met.
4. The extent to which recreational needs are met.
5. The environmental significance of the project.
6. Project compatibility with the site and surroundings.
7. Long term viability, maintenance and supervision of the project. Permanent projects providing long term services will be of higher priority for funding.
8. Project cost must be justified by the lifetime of the project or the cost of the project must be relative to its benefits. Given equal cost, preference will be given to projects that will benefit a greater number of people, or provide greater environmental or open space benefits.
9. The type and amount of the match must demonstrate that the applicant organization has sufficient funds and manpower to complete the project and to maintain and manage it for the required period. The project plan should include documentation on the status of other funds pledged.
10. The project must be publicly accessible according to the management plan developed for the application.

II. PREPARING AN APPLICATION

A. Application Process and Time Table

Groups interested in submitting a matching grant application may request to have a pre-application meeting with the Matching Grants Program Administrator. A Durham County Matching Grants Application must be fully completed by the Grant Applicant and submitted before the deadline, late applications will not be accepted. Questions regarding the matching grants program or application review process should be directed to David Ades, Matching Grants Program Administrator, at telephone number (919) 560-0012 or email matchinggrants@dconc.gov.

Interested groups are permitted to submit a grant request for as many projects as they desire, but an organization will receive funding for only one grant project at a time. Each request for a separate project must be on a separate application. Projects that do not receive funding in any given year may be resubmitted in future grant cycles.

All grant requests will be reviewed for basic eligibility. Any ineligible grant request will not be considered, and will be returned with a letter stating the reason for ineligibility. Eligible projects will then be reviewed according to the grant selection priorities discussed under [Section I.C.](#) Applicants may be asked to meet with the staff or DOST to answer questions or more fully explain their proposal.

The DOST may negotiate, and the County may approve, reasonable expected periods of use for capital improvements to land or structures funded as a project. This reasonable period of time becomes the duration of the project contract or the obligation to Durham County assumed by the applicant organization.

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The staff and DOST will prepare recommendations for the grant awards. In some cases, a project may be recommended for a lesser grant award than was originally requested by the applicant. These recommendations are forwarded to the Board of County Commissioners for approval and funds allocation.

After the grant awards, have been made by the Board, Grant Agreements, will be drafted. A project cannot receive funds until the grant agreements are finalized by the County and the grantee organization. County fiscal audit rules specify that County funds cannot be obligated before appropriation by the Board and authorization through the contract review process. **The DOST has determined that matching funds spent prior to receiving a grant and contract cannot be applied to any project cost as match. For accounting purposes, all project cost are treated the same as if they were County funds and must be documented as such to qualify as matching expenditures.**

B. General Requirements for Grant Applications

1. Any organization applying for a grant to be used to purchase land must provide proof of “an offer to purchase and contract” (an offer) executed prior to the time the DOST submits to the Board of County Commissioners a recommendation for funding the project. The proof of an offer may be kept confidential, if so requested, may be submitted with the initial application or may be represented by a letter (from the property owner indicating support for the grant proposal).
2. A grant application must be signed by the Chief Administrative Officer of the applicant organization and the project Contact Person. This cannot be the same person for fiscal accounting reasons. The Contact Person coordinates the project’s implementation, producing all reports, which must be attested to by the Chief Administrative Officer.
3. Each project must have a matching contribution, provided by the applicant organization, equal to at least the value of the grant award. The match may be provided in a number of ways as discussed in [Section II.D](#).
4. The organization shall not discriminate against any employee or applicant for employment because of race, color, creed, sex, age, religion or national origin. The organization or its employees shall not discriminate because of race, color, creed, sex, age, religion or national origin against any person by refusing to furnish such person services or privileges offered to or enjoyed by residents of Durham County. The organization or its employees shall not publicize the facilities provided hereunder in any manner that would directly or indirectly reflect on the patronage or any person because of race, color, creed, sex, religion or national origin.

C. Eligible Expenses for Project Cost and Reimbursement

- A. Any of the following project expenses directly related to parks, recreation and open space are eligible for funding. Eligible expenses must be an integral part of the project, are subject to close scrutiny by DOST and must be followed closely during implementation of the project. A ten percent variance in total project cost is tolerated without a project revision but in no case will reimbursement exceed fifty (50%) percent of actual expenses or exceed grant funds awarded.
 - a. LAND ACQUISITION. Land value will be based on a certified appraisal provided by the applicant and conducted by a licensed North Carolina appraiser, or the assessment in current Durham County tax records. Other indicators of value may be considered but the DOST is not obligated to accept a value greater than the current Durham County tax assessment.

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- b. **CAPITAL IMPROVEMENTS.** Improvements may be made to land and structures such as development of park land to make it more accessible or usable by the public, lights on an athletic field, a substantial upgrade to a softball or soccer field, or new playground equipment. Facilities to support the project will be funded so long as they total no more than fifty (50%) percent of the project cost. Support facilities include such items as restrooms, storage facilities and parking areas. Contracted improvements obtained from an appropriate contractor and billed as one cost for a turnkey job should be listed under this category (it need not be broken down into labor, supplies and other). A project's cost may include a component for contracted services as well as additional cost for components under labor, supplies and other. Capital improvements are eligible on the following types of land:
 - i. Lands the organization holds in fee simple ownership. These parcels must be current on their property tax payments. The grant application should include a copy of the title with all easements.
 - ii. Lands for which the organization has a long term lease of at least thirty (30) years. The grant application should include a copy of the lease agreement.
 - iii. Lands that are held in public ownership by a suitable public entity such as the City of Durham, Durham County, Durham Public Schools, the State of North Carolina, or the USA. The grant application should include verification that the public entity owning the land is supportive of the proposed project.
- c. **PROFESSIONAL and LABOR COST.** The cost of either hiring labor or the value of volunteer labor necessary for organizing, supervision, construction, renovation or development as required by the project plan.
- d. **SUPPLIES TO CARRY OUT THE PROJECT.** This includes the cost of materials such as lumber, hardware, cement, rock, rebar, sand, etc. Supplies associated with the organization's routine service provision such as ball nets, field maintenance implements, trail maintenance implements, ordinary tools and implements, grass seed, fertilizer, lime etc., do not qualify. For organizations which do not routinely perform landscape maintenance tasks, it may be allowable to charge the project reasonable cost for landscaping items such as soils, grass seeds and fertilizer.
- e. **OTHER.** This category is for any cost which does not fit under the previous categories. It may be used for rental of equipment and machines as well as for professional services (engineering, architectural, legal and accounting services).

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- B.** Items **NOT** eligible for reimbursement are listed as follows:
- a. Capital improvements for primary indoor recreation such as swimming pools, recreational centers, basketball gyms, etc.
 - b. Support facilities which comprise more than fifty percent (50%) of the total project cost.
 - c. Staff or volunteer time spent on recreational programs or fund raising.
 - d. Cost of refreshments or food and drink.
 - e. Supplies and materials such as uniforms, bats, balls, medals, trophies, etc. purchased for recreational programs.
 - f. Membership fees such as a league franchise fee.
 - g. Utilities such as water, electricity, telephone, etc. routinely purchased for a completed project.
 - h. Liability insurance required on a yearly basis.
 - i. Maintenance to existing recreational facilities such as repairs to plumbing, windows, parking lots, etc.
 - j. Outstanding financial obligations.

D. The Applicant's Matching Contribution

- I. Each grant recipient must provide a matching contribution equal to the funds provided by the County for any project. The availability of this match must be reasonably documented and may be met by any combination of contributions listed below.
- II. The Matching Grants Program is intended to encourage citizen support and involvement. The DOST strongly encourages the use of donated contributions including volunteer labor, lands, equipment, and other appropriate contributions.
 - a. **MONEY.** Applicants are encouraged to obtain additional matching funds from other public and private sources.
 - i. Funds available to the grant applicant for the proposed project must be listed in the appropriate space under question #23 of the Application as "Funds on Hand".
 - ii. List under question #23 of the application each source for funds not on hand and explain the requirements and procedures for obtaining these funds (include rules, regulations or agreements determining the use of these funds). Also list timetables or schedules for acquiring these funds, The applicant will be responsible for following this plan as stated or for requesting the DOST to approve a project change if unstated plans to acquire funds are utilized.
 - b. **LANDS/REAL PROPERTY.** The property will be valued for the match based on the applicant's equity in the property. The equity value will be based on evidence such as a certified appraisal provided by the applicant, or the assessment in current Durham County tax records, minus any debt that the applicant has on the site. Lands or real property, including conservation easements, used as a match would have a value not less than the current tax assessment prorated for the acreage of the donation. Other indicators of value may be considered but the DOST is not obligated to accept a value greater than the current Durham County tax assessment.
 - c. **VOLUNTEER LABOR.** Volunteer labor costs which are invoiced will be allowed at a rate of \$10 per hour.
 - d. **PROFESSIONAL AND CONTRACTUAL SERVICES.** The DOST will accept as match, donated professional and contractual services which the applicant has incurred as an integral part of the project plan. These rates equal the contractor's normal, reasonable charge for the

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service provided. A maximum cap of sixty five dollars (\$65) per hour will be allowed for consulting services for professional work or contractual services.

III. CONTRACTING WITH DURHAM COUNTY FOR A PROJECT

A. Contract Process and Time Table

The grantee (grant recipient) will receive contracts within ninety (90) days of the date of the grant award, must finalize the contract within thirty (30) days of receipt and will have twenty four (24) months to complete the approved project. The grantee is expected to maintain the project for a duration of at minimum ten (10) years from effective date of the contract.

B. General Requirements for Grant Agreements

A legal Grant Agreement must be signed by the Chief Administrative Officer of the organization, stating the conditions spelled out in the program guidelines.

C. Insurance Requirements. GRANTEE shall procure and maintain for the duration of the contract the following insurance coverage from an insurance company(s) possessing a rating of A-VI or higher from the A.M. Best Company or an equivalent rating service. All of the policies required of the GRANTEE shall contain a waiver of subrogation provision to waive all rights of recovery under subrogation or otherwise against the GRANTOR. GRANTEE shall advise the GRANTOR of any cancellation, non-renewal, or material change in any policy within ten (10) days of notification of such action and provide updated certificates of insurance evidencing renewals within fifteen (15) days of expiration. All of the policies required of the GRANTEE shall be primary and the GRANTEE agrees that any insurance or self-funded liability programs maintained by the GRANTOR shall be non-contributing with respect to the GRANTEE's insurance.

a. Commercial General Liability

Shall be a limit of not less than **\$1,000,000** per occurrence and **\$2,000,000** aggregate. Coverage must be in a form providing coverage not less than the standard Insurance Services Office Form CG 00 01 and include products and completed operations, property damage, bodily injury, and personal & advertising injury. The products-completed operations coverage shall be provided for a minimum of one year following final acceptance of the work.

b. Commercial Automobile Liability

Shall be a limit of not less than **\$1,000,000** per occurrence for any (Code 1) vehicle, or if GRANTEE has no owned autos, hired, (Code 8) and non-owned autos (Code 9).

c. Worker's Compensation and Employers Liability

Shall be at North Carolina statutory limits. GRANTEE shall satisfy all compulsory requirements relating to workers compensation in any jurisdiction in which benefits may be claimed. Employers Liability shall be a limit of not less than **\$1,000,000** per accident for bodily injury or disease.

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d. "All Risk" Property (GRANTEE'S Property)

Replacement cost coverage under an "All Risk" policy for any of the GRANTEE's real or personal property used or situated on County property.

Insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. GRANTEE, upon request, shall furnish GRANTOR with complete copies of insurance policies required. By requiring insurance herein, the GRANTOR does not represent that coverage and limits will necessarily be adequate to protect GRANTEE, and such coverage and limits shall not be deemed as a limitation on GRANTEE's liability under the indemnities granted to the GRANTOR in this Contract. Any umbrella or excess liability coverage must be at least as broad as the primary coverage and contain all coverage provisions that are required of the primary coverage.

The failure of the GRANTOR at any time to enforce the insurance provisions, to demand such certificates of insurance, or to identify a deficiency shall not constitute a waiver of those provisions, nor reduce the obligations of the GRANTEE to maintain such insurance or to meet its obligations under the indemnification provisions.

The GRANTEE shall provide the GRANTOR a valid certificate of insurance, in advance of the performance of any work, exhibiting coverage as required by the GRANTOR. Providing and maintaining adequate insurance coverage is a material obligation of the GRANTEE. GRANTEE shall require its subcontractors to maintain insurance coverage required herein or cover the subcontractors' under the GRANTEE's policies. The Certificate of Insurance shall be provided on the industry standard form (ACORD 25).

Notwithstanding the foregoing, nothing contained in this section shall be deemed to constitute a waiver of the governmental immunity of the County, which immunity is hereby reserved to the County.

Insurance coverage is not required if the grant is strictly for land acquisition.

IV. IMPLEMENTING THE PROJECT

A. Implementation Process and Time Table

The project must be started no later than six (6) months and must be completed no later than twenty four (24) months after the date on which the contract was finalized. A sixth month report, giving a project progress summary, must be submitted on or before the last day of the sixth month. If there is no progress and the project has not been started, the grantee must request in writing and be granted by the DOST an extension of the implementation start deadline. If the six month report, the extension request, a reimbursement request or significant evidence of completed work are not provided by the grantee the DOST has the option of revoking the contract (grant agreement) and withdrawing the grant funds. Unless the grantee can show just cause as to why the project should continue to be funded, the grant award will be withdrawn at the end of the first six month time period.

After twelve (12) months a second report must be submitted. After eighteen (18) months a third report will be submitted.

Grantees who have not requested or drawn any funds must arrange for a representative to appear before the DOST and explain why the project has not been started or no funds have been used.

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A project must be completed or a report submitted at the end of any extension period granted by the DOST. These guidelines are necessary to achieve the County's goal of getting park and open space projects completed.

B. General Requirements for Grant Implementation

1. The project must be open to inspection by representatives of Durham County at all times.
2. The project must be complete and functional at the completion of the grant.
3. The project cannot be dependent on additional sources of funding to be usable.
4. A report on the funded project must be submitted to the County six (6) months after the grant agreement is finalized.
5. A final report on the project is due upon submission of the last set of paid receipts for reimbursement.
6. A grant award may be withdrawn if changes are made to a project without the prior approval of the DOST.
7. A grant extension beyond the standard twenty four (24) month grant completion time period will be considered on a case-by-case basis by the DOST.
 - a. An extension requires a written appeal and an appearance before the DOST.
 - b. The awarding of an extension makes the grant recipient ineligible for consideration of any further grant applications until the current project is completed.

C. Changes to Approved Projects

1. Procedure for changing an approved project: Any proposed changes to an approved project, including proposed changes to the dates of the project, must be submitted in writing to the County and reviewed by the DOST before any changes are made. The DOST will notify the grantee regarding whether the proposed changes have been approved or disapproved.
2. Withdrawal from an approved project: A grantee may withdraw from an approved project, subject to the following provisions and after submitting a written request to the County.
 - a. REFUND. A grantee may be required to refund to the County all or part of a grant award if:
 - i. the grantee elects to discontinue the project,
 - ii. the project is changed without the review and approval of the DOST,
 - iii. the project is changed to eliminate public access, or
 - iv. provisions for public access agreed to in the grant agreement are substantially altered without the review and approval of the DOST
 - b. DISCONTINUED USE OF LAND. If a grantee discontinues an approved use of land or uses land for a purpose other than that allowed for in the program guidelines or in the contract between the grantee and the County, the Board of County Commissioners may exercise one of the following options:
 - i. Require that said land shall revert to the County; or
 - ii. Require that the grantee refund the County based upon the total fair market value of the land; or
 - iii. Require that the grantee provide comparable land to the County. The County shall determine what comparable land is.
 - c. EMINENT DOMAIN. Where the actual owner is the Federal or State government, a municipal or county government, or a quasi-governmental entity with the power of eminent domain, the language in [IV.C.2.](#) above may not apply.

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D. Grant Reimbursement Process

1. Documentation and Cash Flow: It is important for a grant applicant to include information in the project application which will specify cash flow needs. These needs may vary from the use of total grant funds at one time for a capital purchase to the receipt of equal portions of the grant on a monthly basis to purchase supplies and materials. The reimbursement process accommodates both needs by providing two categories of request as follows:
 - a. **ADVANCE OR DIRECT PAYMENT REQUEST** – A direct payment request may be for the total grant amount or for a specified portion of the grant amount. This request must be accompanied by copies of documents which substantiate a contract to purchase or render services, an agreement to purchase, a work order, a purchase order or a requisition which constitutes an agreement or obligation on the seller and buyer. Any transaction for which a direct payment of total grant funds is required must be documented as complete no later than one month after the payment is made. Documentation will be required, such as copies of deeds, copies of bills marked paid, copies of payments or on-site inspection of completed tasks.
 - b. **PERIODIC REIMBURSEMENT REQUEST** – A periodic request may be submitted once a month but only one may be submitted in a month, with the last day of the month as deadline for that reimbursement cycle. Payments will be made no later than the second Friday of the following month. Payments will equal the amount of grant funds spent in the previous month but will not exceed the fifty-percent ratio for all expenditures or work completed to date.

Both categories of request for funds may be used for one project but must be consistent with the stated cash flow plan. The County reserves the right to inspect the project, or require additional documentation of matching or grant funds used, prior to any payments and specifically prior to the final project payment.

Funds will not be released if the six month progress report is not on file as scheduled, or if the final report has not been submitted with the final request for funds.

Exceptions to the above stated reimbursement process must be approved by the DOST as part of the project application, resulting recommendations, and approval by the Board of County Commissioners.

2. Reimbursement Limits for Matching Contributions: The amount of an applicant's matching contribution that qualifies for county matching funds is limited to the value of the donation (as determined under [Section II.D.2.b.c. &d](#)), or the actual expense incurred by the grant recipient to complete the grant project, whichever is less.
 - a. For example, land appraised at \$5,000.00 is donated and used for the matching contribution for a grant project, and development of the grant project will cost an additional \$3,000.00. Because a grant in excess of \$3,000.00 would constitute a profit for the grantee, Durham County's share of the project would be limited to \$3,000.00 instead of half of the total project cost of \$8,000.00.

V. CONTINUING RESPONSIBILITIES FOR GRANT PROJECTS

A. Maintenance and Supervision

1. Provisions shall be made by the grantee for proper maintenance and supervision of any County funded project. The administration of any programs, facilities, and land areas related to the grant project will remain the responsibility of the grantee.
2. The project site will be visited once a year minimum by a representative of the County to evaluate ongoing maintenance, upkeep and accessibility. The grantee contact person or chief official will be contacted by letter or telephone to maintain this line of communication and to discuss any inspection outcomes.
3. The contract will provide that the project shall be maintained by the grantee for at minimum ten (10) years from the date of the contract.

B. Publicity

A grantee must publicize their project, naming Durham County as a participant, and post a sign supplied by the County on the property or in an appropriate location indicating the County's involvement.

C. Accessibility

Each project which uses grant funds must be accessible within reason, to the public. There are two components to accessibility:

1. Public Accessibility: Projects must be open to the public, in the sense that the project is not restricted to use only by the organization receiving the grant award. The requirement that projects be open to the public recognizes that an organization will seek to serve their membership or customary users first. In some cases, the project will receive heavy usage from the organization's customary users. In this case, it is understood that all County residents may not be able to participate at a time of their choice. An example of public accessibility is a group which constructs a soccer field using grant funds and must allow the public to use that field when it is not scheduled for that group's programs.
2. Physical Accessibility: For a project to be open to the public, there must be actual physical access to the project. For most recreational projects this will not be an issue. For some open space projects, acceptable physical access will need to be negotiated with the DOST.

Since there is a wide range of projects which might be funded under this program, appropriate access may vary depending on the type of project. Where there are specific needs or limitations inherent to the project, agreement regarding reasonable access will be negotiated between the applicant and DOST during the application review period.

VI. Appendices

Appendix A History of Matching Grants

The Matching Grants Program was developed by Durham County in 1990 under the guidance of the DOST through its Matching Grants Committee. The first years of the program were funded using a portion of the 1986 \$1.5 million Durham County Park and Recreation Bonds. Funds to continue the Matching Grants program are approved on a yearly basis by the Durham County Board of County Commissioners.

Development of the Matching Grants Program became a DOST priority when determined to be an excellent cost-effective way for the County to encourage and support additional open space, parks, trails, and recreation. The program creates a partnership of public support with the many strong private efforts in parks and open space that have been ongoing for years in Durham County. The program is specifically for the benefit of Durham County residents. The DOST welcomes your questions, comments and suggestions.

The DOST, as a volunteer citizen advisory board, provides many valuable hours of committed service to the community but does not maintain an office. For more information on DOST, contact Helen Youngblood Senior Planner, at (919) 560-4137 ext. 245 or e-mail, helen.youngblood@durhamnc.gov.

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Appendix B

DURHAM COUNTY MATCHING GRANTS PROGRAM

SIX MONTH PROGRESS REPORT

Durham County Matching Grants Program
Budget and Management Services Department
County Administrative Complex, 4th Floor
200 East Main Street
Durham, NC 27701

Project

Grantee

Grant Amount \$

Grant Contract Date

Check the activities below and list additional activities that show how the project has been implemented.

Advertising Project Publicly

Purchased Supplies & Materials

Securing Contracts or Agreements

Accomplished Task

Organizing Volunteer Labor

Other

Describe the activities checked and listed above. *(This report may be submitted in letter form but all information requested must be included in the letter.)*

Submitted By:

(Signed) Date _____

Approved By:
(Organization's Chief Official, and Title)

(Signed) Date _____

Appendix C

Durham County Matching Grants Program

Final Report

Durham County Matching Grants Program
Budget and Management Services Department
County Administrative Complex, 4th Floor
200 East Main Street
Durham, NC 27701

Project

Grantee

Grant Amount \$

Grant Contract Date

A FINAL REPORT must be submitted for all projects along with the last request for funds. The project is not considered complete and funds will not be disbursed without a FINAL REPORT on file. The report must also be submitted with documentation of expenditures one month after an advance of total grant funds. (This report is to serve as the applicant's internal assessment of the project's accomplishments. It will be used as the determining factor in the DOST's consideration of future projects and in the evaluation of the merits of all projects of this type. It may be submitted in letter form but all information requested must be included in the letter.)

I. Evaluate Planned Project Objectives

List Project Objectives (item #8 of application)

Rate Accomplished Objectives 1(low) to 10 (high)



II. Project Activities and Results

Project Activities Planned

Actual Project Activities Accomplished (refer to application)

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III. **General Comments or Concerns** (Make any observations about the project’s progress in reaching its objectives or about the Matching Grants Program in general. Indicate any areas of concern.)

 Click here to enter text. 

Submitted By:  **Name and Title** 

_____ Date _____
(Signed)

Approved By:  **Organization’s Chief Official, and Title** 

_____ Date _____
(Signed)

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Appendix D (Available in Excel from Matching Grants Coordinator)

REIMBURSEMENT REPORT / REQUEST

Durham Open Space and Trails Commission
 Matching Grants Projects
 Durham County Budget Department
 200 East Main Street
 Durham, NC 27701

Organization Name _____
 Date Prepared _____ Request Number _____

	Expenditures this Report	Expenditures Total to Date	Budget	Remaining Funds
Approved Budget				
Land	_____	_____	_____	\$0.00
Improvements	_____	_____	_____	\$0.00
Labor	_____	_____	_____	\$0.00
Supplies	_____	_____	_____	\$0.00
Other	_____	_____	_____	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

Your Match				
Land	_____	_____	_____	\$0.00
Cash	_____	_____	_____	\$0.00
Labor (volunteer)	_____	_____	_____	\$0.00
Other	_____	_____	_____	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

Grant				
Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00

CERTIFICATION: I, the undersigned official, certify that the above data is correct, based on the official accounting system and records of this organization receiving County funds and that expenditures shown have been made for the purpose of and in accordance with applicable grant terms and conditions, and that documentation to support these cost and expenditures is attached.

Signature: _____ Date: _____

(Organization's Chief Official)

***** (County Only) *****

Grant Funds Approved for This Payment: \$ _____

Administrator: _____ Date: _____

Appendix E

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Hints for a Successful Grant Application

Most projects, visions, plans and ideas originate with one or two members of a private volunteer organization. In some cases these members do accomplish great amounts of work and are literally the backbone of the organization. Even with modest projects, however; it is best to have broad organizational involvement and support. Share your project ideas with your group's members. Provide many opportunities for them to make contributions and to buy into the group's plan before an application is finalized. It is desirable for all members of the organization to feel ownership. It is a wonderful accomplishment if all users of the service and most members of the community acknowledge responsibility for maintenance and express pride in owning the project.

Large non-profit organizations are a source of many diverse talents and interest. You may have a professional planner, landscape architect, engineer, attorney, accountant, contractor, group facilitator, administrator and so on. Your group might be made up of less professional or less experienced people, but you can plan a project which best matches your resources and complete an application which reflects determination to find the knowledge and guidance required for the project. The application requires basic information and plans but this can be provided as simply or as intricately as desired. A professional grant writer is a wonderful resource for your project but a dozen committed organization members are at least a dozen times more important.

Individuals often see needs but are not affiliated with an appropriate organization. The first and best action is to search for an appropriate organization. If one does not exist it is possible to charter a non-profit organization for the purpose of carrying out a project. This is a long and demanding process and should not be attempted without allowing six months to a year for organizational development prior to applying for a matching grant.

Sources of information and assistance listed in the Introduction are always a good place to start in seeking help with your project and grant application.

An organization contemplating submitting a Matching Grant Application should already have a needs analysis, a project work plan and a cost estimate or budget. Start with some knowledge of your objective and the application will not be difficult to complete.

The "Contact Person" is key to the success of your project in so far as the Grant is concerned. If the project stalls halfway through, this person gets it going again and reports to the DOST on progress. When the project is complete the "Contact Person" makes yearly contact with the County's program administrator. Few organizations will have the same person serving in this capacity for more than a year or two but by making this responsibility a part of an organization official's job/responsibilities it will pass from one person to the next and provide continuity over the years.

The contact person and chief official cannot be the same person!

A funded project will do two things; (1) secure and preserve open space, and (2) provide services to users. In each case it is the applicant's responsibility to clearly document needs.

The applicant's answer to application question #25 will determine the length in years of the contract between the applicant organization and Durham County. Remember that there are two time periods: (1) the 24 months which begin when the contract has been signed and during which the project must be

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completed, and (2) the duration of the contract during which the applicant organization agrees to operate and maintain the project or provide the service.

All project costs should appear in application question #26, including any donated services and materials. The total estimated project cost must be at least twice the match (or twice the requested grant). The grant plus the match must add up to the total estimated project cost. The grant cannot be more than half the cost.

The most important page of the application is the list of **REQUIRED ATTACHMENTS** on the last page of the application. Read it now before going any further and plan to obtain the required documents well before the application deadline.

Each applicant receiving County funding for the first time or an applicant that does not have a Durham County vendor ID number must complete a "VENDOR APPLICATION" form. This form is available on the County's website at <http://dconc.gov/index.aspx?page=207>

If an organization intends to have an attorney's advice regarding the content of the Grant Agreement, the copy provided in this manual should be made available to the attorney well before the final copy is sent from the County. This provides time for the attorney to study the Agreement prior to beginning the above mentioned 30 day requirement.

The required insurance should be purchased as soon as the grant is awarded. A certificate must be forwarded to the County by the insurance company.

The Matching Grants Program Guidelines will be incorporated as part of the Grant Agreement by attaching it to the Agreement and by making reference to it in the Agreement where appropriate.

After the Grant Agreement is finalized it may be changed to accommodate the needs of the contracted organization if needs or circumstances arise that were not anticipated at the time of the initial Agreement. A change may be negotiated in the form of a contract addendum. The addendum must be approved by the same officials and the same process as the initial agreement. Because this process is long and involved adequate time must be allowed for a contract addendum to be completed. Significant changes in project plans, management and schedule could result in a broken contract rather than a revised contract so there are limits to the use of contract addendum.

Each request for reimbursement or advance must be accompanied by a summary form, which will be prepared for each project individually. This form includes a project budget and columns for expenditures to date, total expenditures and remaining funds to be spent. If a project contact person or fiscal officer is uncertain about how to complete this form the Matching Grants Administrator will assist with preparation of the requests.

All cost documentation must be original copies (carbon copies will be accepted as originals). If the original copy is not available the only acceptable alternative is to make a copy of the original and state on it where the original is and why it is not available being sure to have the holder of the original to sign and date this statement. A fax copy of any document is not acceptable.

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Durham County will be represented at any and all **land purchase closings**. The County Attorney will secure the County's title chain position by requiring the property seller to deed the property to Durham County. The County will immediately deed the property to the buyer (nonprofit grantee). This will occur at the closing and will be performed by the County Attorney's representative. The purpose is to assure that the property will revert to the County should the grantee or project fail to function as proposed.

Grantee organization officials are encouraged to invite the County's representative to meet with them at the project site once a year to assure continuity in both project maintenance and communication.

Project management criteria and plans submitted with the grant application may include a schedule for the project to be open for use. The schedule may include a period when the project will be closed for maintenance, regeneration, and repair or limits as to what age groups, purposes and practices are appropriate for the design and intended use of the project/facility.