

CAMPBELL COUNTY COMMUNITY PUBLIC RECREATION DISTRICT  
1000 West 8<sup>th</sup> Street, P.O. Box 3033  
Gillette, WY 82717  
(307) 682-5171 Ext. 4543

**APPLICATION FOR RECREATION PROJECT**

Due April 1 for 12-month funding period (July 1-June 30); funds become available July 1.  
Due November 1 for 18-month funding period (January 1-June 30); funds become available January 1.

- Please read the Policies and Procedures attached to this form.
- All applications must be submitted to 1000 West 8<sup>th</sup> Street, P.O. Box 3033, Gillette, WY 82717, **in duplicate** by 5:00 p.m. on the due date.
- Applications will **not** be accepted electronically or by fax.
- Applications must be signed by a building supervisor or principal, if being submitted by a CCSD employee.
- An incomplete application will not be considered. Although incomplete applications will be returned to applicants by U.S. Mail, CCCPRD is not obligated to notify applicants of incomplete applications prior to the application due date.

**GRANT POLICIES AND PROCEDURES CAN BE FOUND ON THE CCCPRD WEBSITE ([www.cccprd.org](http://www.cccprd.org)) AND AT THE END OF THIS APPLICATION. IT IS THE APPLICANTS RESPONSIBILITY TO REVIEW THESE PRIOR TO COMPLETING THIS APPLICATION.**

**Please complete the following. Attach additional sheets as needed.**

Name of Club/Organization: \_\_\_\_\_

Address of Club/Organization: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Federal Tax Identification Number or Social Security Number: \_\_\_\_\_

*All non-district organizations must supply a tax ID number. Please see attached notice.*

Name of primary contact or sponsor: \_\_\_\_\_

Phone number & e-mail address if different from above: \_\_\_\_\_

Please check all that apply:

- Public Agency                       Private non-profit agency  
 Private for profit agency         School club; Name of School \_\_\_\_\_

NAME OF PROJECT: \_\_\_\_\_

Has this project been funded by CCCPRD in the past? Yes \_\_\_\_\_ No \_\_\_\_\_

What is the total dollar amount requested from CCCPRD for this project? \$\_\_\_\_\_

1) Describe your club/organization by answering the following:

a) What is the purpose of your club/organization?

b) When are the club's/organization's regularly scheduled meeting dates and times (e.g. weekly on Thursdays at 4 p.m., or the third Thursday of every month)?

c) If you do not meet regularly, how often and when do you plan to meet to implement your project?

d) How many members are involved with your club/organization? \_\_\_\_\_

- e) What age group does your club/organization involve? \_\_\_\_\_
  - f) How many officials/sponsors are involved with your club/organization? \_\_\_\_\_
  - g) What is the sponsor-to-member ratio? \_\_\_\_\_
  - h) What is the name and title of the adult primarily responsible for the club/organization? \_\_\_\_\_
- 2) What is the primary purpose of your project and how does it support the purpose of the CCCPRD, which is to “support programs to increase community participation in a variety of recreational endeavors which are available to the public”?
- a) Specify what recreational opportunities will be provided to the public through your project.
- 3) Why should this project be funded?
- 4) Describe **in detail** what activities will be involved in your project and how those activities relate to the purpose of your project.
- 5) Please list any websites that pertain to this club, organization or project.
- 6) What are the beginning and ending dates of your project? *(Please refer to the funding availability dates to make sure your project does not incur expenses before funding would be available.)*
- 7) Please list **in detail** any equipment or supplies that will be needed to implement/run the project, and the estimated costs. Please be specific (e.g. “6 basketballs at \$20 each for a total of \$120” is acceptable, whereas “balls - \$120” is not acceptable). You may attach a separate list if necessary.
- 8) If your application could potentially impact structures or grounds of the Campbell County School District, including electrical, plumbing and HVAC, you must attach a copy of the CCSD Maintenance Department’s **completed and signed** work order request for an impact evaluation of the project. Applications will not be considered without this documentation, and will be returned.

- 9) Please list **in detail** any travel expenses the project will require. Please include departure and return dates, destination(s), mode of transportation, number of participants (adults and minors) traveling, and any other pertinent information.
  
- 10) Describe how you will advertise, promote and/or notify the public about your program to insure the public is aware of the recreational opportunity.
  
- 11) What kind of training, if any, will be required to implement/run the project?
  
- 12) What is the name, title and relationship to the club/organization of the person responsible for implementing and maintaining the project?
  
- 13) Describe other financial contributions, in-kind, case or matching funds, which have been or will be made toward this project, if any?
  
- 14) Is this a one-time request or will future funding be needed to continue this project?
  
- 15) If the project will extend past the grant period, what are the club's/organization's plan for sustaining the project?

Attach a detailed projected budget for your project, itemizing all expenses. You may use the attached form, or develop any format that you think explains the project's budget. Additionally, if you are reapplying, you must attach a final report or status report. A form can be found on the CCCPRD website ([www.cccprd.org](http://www.cccprd.org)).

*By signing this application I acknowledge that I have read and will comply with all policies and procedures of the Campbell County Community Public Recreation District.*

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Grant Applicant

\_\_\_\_\_  
Signature of Building Principal/Supervisor  
(Only if application is being submitted by CCSD employee.)

*Note: CCCPRD funds are available because of a recreation mill levy in the county. This is made possible by an act of the legislature and action taken by the CCSD Board of Trustees. These funds can be used only for community public recreation purposes. For additional information call 307-682-5171, Ext. 283.*

*CCCPRD does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion or belief.*

**Campbell County Community Public Recreation District (CCCPRD)  
Budget Form**

<b>Agency</b>		<b>EXPENSES</b>	<b>AMOUNT</b>
		Staff Salaries (employees of agency) _____ hrs. x \$_____/hour x ____ employees	\$
		Staff Benefits (21.77%)	\$
<b>Program:</b>		Contracted Services (professional services, bookkeeping, etc)	\$
<b>REVENUE</b>	<b>AMOUNT</b>	<b>Repairs &amp; Maintenance</b>	\$
(Please list all monies available to this project/agency)		<b>Rental</b>	\$
		<b>Postage</b>	\$
<b>Funds requested from CCCPRD</b>	\$	<b>Telephone</b>	\$
<b>Fees</b>	\$	<b>Advertising</b>	\$
<b>In-Kind Contributions</b>	\$	<b>Printing</b>	\$
<b>Donations</b>	\$	<b>Supplies</b>	\$
<b>Other Grants</b>	\$	<b>Equipment &amp; Machinery</b> (provide detailed list)	\$
<b>Other Cash/Funds</b>	\$	<b>Dues &amp; Fees</b>	\$
<b>Other Revenue:</b> (Please describe)	\$	<b>Other Expenses</b> (Please describe)	\$
<b>TOTAL REVENUE/FUNDS</b>	\$	<b>TOTAL EXPENSES</b>	\$

*Reminder: When completing a budget, the revenues and expenses **must** balance*

<b>Date:</b>	<b>Completed by:</b>
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*Additional Comments:*

**Note: This is a sample budget page. You may develop any format that you think explains your program.**

**END OF APPLICATION**

**THIS DOCUMENT FOR INFORMATION ONLY – DO NOT INCLUDE WITH APPLICATION**

**CAMPBELL COUNTY COMMUNITY PUBLIC RECREATION DISTRICT**

***Purpose: Support programs to increase community participation in a variety of recreational endeavors which are available to the public.***

**GRANT GUIDELINES**

1. Grants will not be considered for academic programs. All projects must be recreational in nature.
2. All activities/programs are to be available to the residents of Campbell County, as appropriate for children or adults, and are to be advertised appropriately.
3. Private and public agencies may be funded once per twelve-month period.
4. Private agencies will be limited to grant awards not greater than \$5,000 per twelve-month period.
5. Non-district organizations are defined as those with federal tax identification numbers. Non-district organizations will be required to include their federal tax identification number on the application in order to qualify for funding.
6. Equipment necessary to initiate or enhance a program will be considered. Applications must justify expenditures for equipment.
7. All grant applications which could potentially impact structures or grounds of the Campbell County School District, including electrical, plumbing and HVAC, must be reviewed by the CCSD Maintenance Department **prior** to submitting the application. A copy of a CCSD Maintenance completed work order requesting an impact evaluation of the project must be included with the application. Applications will not be considered without this documentation, and will be returned.
8. Final reports are required for all completed projects. Final reports are required to maintain eligibility for future funding. (A final report/status report form is available on the CCCPRD website.)
9. If a project has not been completed by the end of the funding cycle, a status report is to be submitted; however, the Board expects that funds will be used within the funding period for which they were granted.
10. Camps or workshops presented by out-of-district presenters or requiring travel outside Campbell County will be funded at \$100 per participant.
11. Travel expenses for other activities (e.g. snowboarding trips, museum visits) will be limited to event registration, transportation, lodging and meals.
12. Travel expenses of \$100 per person will be allowed for a limited number of chaperones as approved through the grant application process. Chaperones should be justified within the application and must be at least 21 years old.
13. The CCCPRD Board recommends that a wage of not more than \$20 per hour is an appropriate amount to be paid for projects supported by CCCPRD funding.
14. Prior to making any changes in the grant expenditures previously approved, an amended budget with explanations for the changes must be submitted. Amendments are subject to approval by the CCCPRD Board.

**The following additional policies and procedures pertain to grants which are monitored by the Campbell County School District:**

15. The CCCPRD Board has determined that wages up to \$20 per hour is an appropriate amount to be paid sponsors for projects supported by CCCPRD funding within the school district.
16. Only those hours which are outside the non-CCCPRD employee's regular work day and are beyond the scope of their regular duties may be claimed and paid by CCCPRD funds.
17. CCSD employees participating in CCCPRD funded projects will clock in/out using their Rec Mill job code. If the employee is unable to clock in/out because the project is being held off campus, the employee will have to have their hours entered manually by the building secretary.
18. Expenses only will be covered for sponsors taking clubs on out of town trips.
19. Anyone helping with or presenting to a CCCPRD funded project who is not a CCSD employee will need to complete the Individual Service Agreement & Invoice form and a Form W9 in order to be paid. The Invoice will need to be signed by the service provider and a district administrator prior to being turned in to CCCPRD staff for payment.
20. Staff development conference expenses will not be funded by CCCPRD, unless the sponsor has opted to attend a staff development conference in lieu of wages being paid. Intent of this must be included and noted in the budget at the time the application is submitted and must be pre-approved by CCCPRD staff. Conference costs may not exceed comparable amounts that would be paid in wages.
21. CCCPRD grants which are monitored by CCSD must adhere to all school district purchasing procedures.

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**NOTICE TO NON-PUBLIC ENTITIES OR INDIVIDUALS APPLYING FOR CCCPRD FUNDS**

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The application for CCCPRD funds requires that you identify the tax status of your organization and provide a tax identification number or social security number. The number is for reporting by the CCCPRD for IRS income tax purposes.

You should be advised that if your organization is not a non-profit organization with tax exempt status approved by the Internal Revenue Service there may be income tax consequences to your receipt of the CCCPRD funds. A Wyoming non-profit corporation is not tax exempt for IRS income tax purposes unless the corporation's exempt status has been approved by the IRS.

You should consult with a CPA/accountant or an attorney to determine your tax/legal status.