



# KENT COUNTY PARKS & RECREATION

## — YOUTH SPORTS EQUIPMENT GRANT PROGRAM

### Background

Effective July 1, 2015, the Kent County Board of County Commissioners approved a separate equipment grant program, which invites youth sports organizations to apply for grants to purchase capital equipment relating to youth athletics or recreation. Funding will be granted annually, with the total funding available varying each year.

### Purpose

The purpose of the equipment grants will be to serve a need, improve youth safety, enhance youth skill development, and promote stronger relationships and support between local government and youth sports organizations.

### Criteria / Requirements

These criteria will be among those considered in evaluating equipment grant applications:

- Partnership between local government and youth sports organizations.
- Number of youth served by the organization.
- Ratio of the amount of matching funds to the total cost of the equipment.
- To the extent possible, grants will be awarded to a variety of recreational sports organizations who serve Kent County youth.
- A bona-fide youth sports organization, permanently based in Kent County and serving Kent County Youth, must submit the application.
- The governing body of the organization pledges to act as the fiscal agent for the grant and agrees to ensure the grant is used for its intended purpose.
- The equipment purchased shall be owned by the youth sports organization.
- For organized youth sport leagues utilizing County athletic fields: A representative of the organization must have attended the annual Youth Sports League Presidents' meeting.

### Equipment Examples (illustrative only and not inclusive of all eligible equipment)

- Pitching Machines/Mounds
- Field Maintenance Equipment
- Nets, Mats
- Backboards
- Blocking Sleds and Dummies
- Uniforms (Returned at End of Season)
- Goalie/Catcher Equipment/Protective Padding
- Helmets, Masks
- Track and Field Equipment

**\*\*Recurring/annual operating expenses are not eligible to be funded. Expenses that occur every few to several years, after the life-span of equipment has expired (or equipment is deemed unsafe/unusable), for items such as helmets, goalie/catcher equipment, face masks, pitching apparatus, protective pads, uniforms, etc. – all of which shall be organization owned. Items worn or used by just one person for one season and or is distributed to the player after the season concludes is strictly prohibited. Requests for balls, gloves, sticks or bats shall only be considered if the equipment shall remain the property of the organization. \*Other youth sports equipment funding requests may be considered at the discretion of the Grant Administrator\***

### Partnerships

Youth sports organizations must be in good standing within Kent County, with the Department of Parks and Recreation, and have a tradition of providing quality sports and or recreation programming.

### Contacts

Applicants who have questions regarding this request for proposals may contact:

1. Jessica Plum, Recreation Program Coordinator, [jplum@kentgov.org](mailto:jplum@kentgov.org), 410-778-19572
2. Marva Kumpf, Deputy Director, [mkumpf@kentgov.org](mailto:mkumpf@kentgov.org) 410-778-1986



## Awards

Awards will generally be up to \$1,500 per organization per fiscal year (July 1 - June 30). Matching funds are recommended, however, there is no minimum match amount. Funds may or may not be granted for the full amount of the equipment/budget. The award is paid to the organization, based on required supporting documents (official \*quotes) submitted with the application for funding. Proof of the purchase shall be required.

*\*A minimum of three quotes is required to be submitted with the application for funding. Each quote must clearly indicate the grand total for the potential of purchase.*

## Submission Instructions

Only one award per bona-fide youth sports organization will be granted per fiscal year. Only one proposal per bona-fide youth sports organization will be considered per fiscal year. The fiscal year is in accordance with Kent County Government from July 1 - June 30. The same proposal/equipment cannot be funded twice within a five-year period. Proposals must be submitted with the budget justification outline, narrative with description of need and positive outcomes, and any other documents that support the proposal, all by the submission deadline. Submission must be in the format provided in the application or it may be rejected. Application must be submitted under the signature of the organization leader (i.e. President).

## Grant Administrator

The Department of Parks and Recreation will administer the application, evaluation, contract, and payment process. The Parks and Recreation Advisory Board will make decisions for awards and award amounts. Should additional information be needed for consideration of a proposal, the organization may be required to appear before the Advisory Board at their regularly scheduled meeting held the 2nd Monday in February at 6 pm at the Kent County Community Center or other meeting location.

## Grant Submission Deadline

Deliver original plus (1) copy of the application/supporting documents and an electronic copy of the submission by 3pm on \*February 1 to Kent County Parks and Recreation, 11041 Worton Rd, P.O. Box 67, Worton, MD 21678. Submit electronically (full submission in one portable document format (PDF) document (in the following order: unaltered and fully completed application, quote one, quote two and quote three) to [info@KentParksAndRec.org](mailto:info@KentParksAndRec.org).

*\*If February 1 is on a Saturday or Sunday, the submission deadline date is generally the next business day (Monday).*

## Notice

In accordance with Kent County statutes, regulations, and Department of Parks and Recreation policies, no person, on grounds of race, color, age, sex, national origin or disability shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving financial assistance from KCPR, although some programs may have special requirements that may limit eligibility.

## Award Announcements

Awardees will be notified in writing of an award no later than the last business day of February. Generally, award decisions will be made at the regularly scheduled Parks and Recreation Advisory Board meeting in February (2nd Monday).

## Acceptance and Acknowledgement

Awardees must accept the award and sign an acceptance and acknowledgement, indicating that the organization agrees to:

- Supply Kent County Parks and Recreation with proof of purchase of the items approved in the application within 60 days of receipt of the award;
- Store the equipment in a secure location (preferably the Youth Sports Equipment Shed at Worton Park);
- Ensure the equipment is properly used, maintained, and cared for by all users to obtain the maximum life expectancy;
- Collect all equipment purchased with grant funds from participants or facilities at the end of each season.

**Submission Deadline: February 1st by 3:00pm**

Legal Name	
Mailing Address	
City, State, Zip Code	
Organization Leader/President	
Contact Telephone Number	
Contact Email Address	
# of Youth Players Served Annually	

**FISCAL RESPONSIBILITY ACKNOWLEDGEMENT**

The applicable leaders/officers of the organization named above have reviewed this application and attests it is consistent with its athletic or recreational program goals. The organization is prepared to be the fiscal agent for the award, to disburse the funds, and ensure the funds are used for the equipment/purpose listed herein.

**Organization's Fiscal Agent/Treasurer Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EXECUTION**

The organization named above has executed this application on the \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_  
 (day) (month) (year)

**Organization Leader/President Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## FUNDING USE QUESTIONS

Detailed description of need for funding:

Positive outcomes as a result of the funding:

Impact to organization/program if not funded:

## EQUIPMENT COST

Must include items to be purchased with matching funds above (noted with \*). Please attach additional sheets and supporting documents only if necessary.

**NOTICE:** A minimum of (3) quotes is required to be submitted with the application. Each quote must clearly indicate the grand total of the potential purchase. Application may be rejected if required number of quotes is not included.

Item Description	Amount
Total Cost	\$

# MATCHING FUNDS

Request is Total Cost minus Total Match and must be \$5,000 or less.

Fields with "\*" must be completed and may not be left blank

Source	Amount
	*Total Match \$
	*Request \$

