

# Troy Recreation District

## Major Grant Information

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**Mission & Purpose:** The Troy Recreation District, (TRD), is a publicly funded district that is organized and dedicated to provide financial support to organizations and groups within the district for recreational opportunities for all of the patrons.

**Grant Criteria & Eligibility:** The TRD will award grants to support established and new organizations that provide recreation within the district. Applications must come from a tax-exempt organization or public charity, school district or municipality itself, not a citizen or member on behalf of the organization. Applications from unincorporated groups and associations may be considered if the purpose is for a public recreational purpose. Open to all patrons of the TRD. Projects need to be in accordance with Idaho Code Section 34 chapter 43. Applicants should look at section 34-4317 which can be found on the web at <http://www.legislature.idaho.gov/idstat/Title31/T31CH43.htm>

**Non-Eligible Proposals:** Include: General fund raising campaigns; Debt retirement; direct lobbying activities; endowments; individuals; private or parochial education; sectarian religious purposes; research.

**Grant Size:** The TRD will consider program grants from \$1500 to \$7500, but may consider grants of greater amounts dependent upon district needs, available funds and the possibility of additional matching grants. The district will provide no more than 80 percent of the total program funding. The district may provide grants to support:

1. New or existing projects, including capital support;
2. Operating support for start-up or existing organizations when convincing evidence indicates that such funding for a limited period of time can make a difference and that such funding elsewhere is limited.

**Process & Notification:** All proposals will be reviewed and voted upon by the recreation district board. Under certain circumstances an ad hoc advisory committee may be appointed for grant evaluations. Proposals shall be submitted to the board in written form. Grant finalists will be notified to schedule a formal presentation to the board. Awardees will be required to sign a contract specifying how the funds are to be spent and used. See attached sample contract.

**Deadline:** Grants are on a semi-annual cycle and awarded in December and May. Deadline for applications are November 25, and April 25, for the respective award cycles. Distribution of grant monies will depend upon the funding of the district but normally will be within 30 days of award notification. Applications may be mailed to the Troy Recreation District, PO Box 161, Troy, or turned in to the Troy City Clerk during normal business hours.

**Evaluation:** Post evaluations are a critical part of the application. Failure to submit a post evaluation will jeopardize future funding. Evaluations may be mailed to the Troy Recreation District. Post evaluations are due within one year, by November 15, and April 15, for the respective award cycles. PO Box 161, Troy, or turned in to the Troy City Clerk during normal business hours.

**Awards:** If your grant is awarded funds will be distributed to your organization upon receipt to the recreations treasure with some proof of expenditure your organization, up to the amount of the approved grant.

**Board Contact Addresses:**

Cliff Swanson, President: 208-835-5541; [clswan12@gmail.com](mailto:clswan12@gmail.com)  
Lori Smith, Vice-President: 208-835-5674; [loriasmith@gmail.com](mailto:loriasmith@gmail.com)  
Wayne Gash, Secretary-Treasurer: 208-835-2255; [wcgash@tds.net](mailto:wcgash@tds.net)

# Troy Recreation District Major Grant Application Form (Over \$1500)

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Address, City, State, Zip, Telephone No., Fax No.

\_\_\_\_\_  
Responsible Individual & Phone No.

\_\_\_\_\_  
Organization Chair or President & Phone

Description of Organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is your organization an IRS 501(c)(3) not-for-profit?    Yes / No

Is your organization a public agency/unit of government or religious institution?    Yes/No

If no, name of fiscal agent and/or fiscal sponsor: \_\_\_\_\_

Total annual organization budget: \$ \_\_\_\_\_

Total project budget; \$ \_\_\_\_\_

Total of your organizations and other committed funds for project (20%minimum): \$ \_\_\_\_\_

Total amount of support requested: \$ \_\_\_\_\_

- 1) Date funding is needed
- 2) In kind contributions of yours or other organizations
- 3) Number of district patrons affected by project

Name of top paid staff, board chair or president: \_\_\_\_\_

Signature: \_\_\_\_\_

# Grant Proposal Narrative

Please provide the following information in narrative form in this order. Four pages or less is recommended excluding attachments.

## **A. Organizational Information:**

1. Brief summary of your organization and a summary of organization mission and goals.
2. Description of current projects, activities, service statistics, strengths and accomplishments.
3. Your organization's relationship with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other agencies.

## **B. Purpose of Grant:**

1. Situation
  - The situation---opportunity, problem, issue, need, and the community that your proposal addresses.
  - How that focus was determined.
2. Specific activities
  - Specific activities for which you seek funding.
  - Who will carry out those activities. (If individuals are known, describe qualifications.)
  - Your overall goal(s).
  - Specific objectives or ways in which you will meet goal(s).
  - Actions that will accomplish your objectives.
  - Time frame in which all this will take place.
3. Impact of activities
  - How the proposed activities will impact and benefit the recreation district and its patrons being as clear as you can about the grants impact.
  - What is the scope of your proposal, i.e. how many people will be served?
  - Long-term strategies (if applicable) for sustaining this effort.

## **C. Evaluation:**

1. How will you measure the effectiveness of your activities?
2. Your criteria (measurable, if possible) for a successful program and the results you expect to have achieved by the end of the funding period.
3. Who will be involved in evaluating this work (staff, board, constituents, community, consultants)?
4. How will evaluations be used?

# Attachments:

The following is required before the application can be processed.

## 1. Finances

- Financial statements from your most recently completed fiscal year, whether audited or unaudited. If you are a new group please list your financial status.
- Organization and/or Project Budget.
- List names of corporations and foundations that you are soliciting for funding, with dollar amounts, indicating which sources are committed, pending, or anticipated.

## 2. Other Supporting Materials

- List of board members and their affiliations.
- One-paragraph description of key staff, including qualifications relevant to the specific request.
- A copy of your current IRS determination letter (or your fiscal agent's) indicating 501(c)(3) tax-exempt status if applicable.

## 3. Before you submit

- Please be sure to submit the original and three (3) copies.
- Limit your application to no more than four (4) pages plus the IRS letter and budget.

## 4. Mail to:

Troy Recreation District  
PO Box 161  
Troy, Idaho 83871

## Or deliver to:

City Clerk  
Troy City Hall  
517 S. Main St.  
Troy, Idaho 83871

## Questions?

Board Contact Addresses:

Cliff Swanson, President:	208-835-5541; clswan12@gmail.com
Lori Smith, Vice-President:	208-835-5674; loriasmith@gmail.com
Wayne Gash, Secretary-Treasurer:	208-835-2255; wcgash@tds.net