



Ingham County
 Parks and Recreation Commission
 P.O. Box 178
 121 E. Maple Street, Suite 102
 Mason, MI 48854

Trails and Parks Program Application

In November 2014, Ingham County voters approved a 0.5 mill tax millage to support the development of a countywide regional trails and parks system through 2020. The overall goal of the Ingham County Regional Trails and Parks Millage Fund is to create and maintain a sustainable countywide system of recreation trails and adjacent parks within Ingham County.

These funds may be matched by the local community with their own funds, or in-kind services, or funds obtained from other sources, i.e., state, federal or other allocations. Applications for the County Trails and Parks Program funding must include a **resolution (s) of support** for the project from the governing body (ies) of the community where the trail project or blueway project is proposed. Eligible projects must fit the following categories: **New Construction; Repair, Rehabilitation, or Long-Term Maintenance; and Special Project.**

Project applications must be received by _____ of each year for funding consideration the following year. Projects deemed worthy of funding will be approved at the _____ Ingham County Board of Commissioner meeting. The following information will be used by the Ingham County Parks and Recreation Commission in determining and recommending which projects should be funded by the Board of Commissioners. (Add sheets as needed)

APPLICANT			
Agencies:			
Lead Contact Person:			
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	Email:	
PROJECT SUMMARY			
<input type="checkbox"/> New Construction	Repair, Rehabilitation, Long-term Maintenance	<input type="checkbox"/> Asphalt <input type="checkbox"/> Bridges	<input type="checkbox"/> Special Project

Project Title
<p>Project Description</p> <p><i>Provide a brief description of your proposed project. Include, as applicable, the type of project (new construction; repair/rehabilitation/long-term maintenance; special project), property ownership, and if applicable, the rights in land to be purchased (fee simple, development rights only, etc.), the acreage to be acquired, the acreage/length of the existing project and the features of the site.</i></p>
Project Region-Wide Significance and Benefit to County Residents
Total Project Costs (<i>Estimated or Projected</i>)
Amount Requested
Other Project Partners and Funders with Amounts

PROJECT INFORMATION & DETAILED DESCRIPTION (as applicable)

1. Discuss how the project is improving regional connectivity.

Your discussion should address how the project provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 either as an existing trail repair/rehabilitation/long-term maintenance, new regional trail gap construction or new local trail access to the regional network (including enabling water trail access); improves access to Ingham County Parks; improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities; expands transportation options as well as provide for recreation; and increases access to sites of natural, scenic or historic interest; and any other related information.

2. Describe how the project responds to public demand and has support. (Attach letters of support)

Your discussion should address how the project is based on public demand; has been prioritized in adopted plans; has volunteer and/or partner organization support; is a community interest project that support partnerships, shared resources or coincide with other planning and development activities; and has the support of multiple jurisdictions and/or stakeholders; and any other related information.

3. Explain how the project meets acceptable design standards and is it the best design solution.

Your description should address how the project is physically separated from streets and roadways where possible; provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities; meets or exceeds the minimum accessibility requirements of the ADA; design alternatives to the project have been examined to minimize impact on the environment; meets AASHTO standards for grade, width, vertical clearance, intersection and crossing design (deviation from AASHTO standards need to be stated and explained); and considers low impact development techniques that protect and enhance significant natural features; and any other related information.

4. Explain how the project is feasible and ready for development.

Your discussion should address whether your project is under public ownership or is currently accessible for public use; does not require complex or lengthy acquisition process; does not require a complex or lengthy permitting process; is within an existing corridor such as a transmission lines and railroad corridor where it may be feasible to negotiate public access without needing to acquire land; there is an imminent threat to lose the project opportunity; demonstrates cost efficiency, is appropriate and in line with available funds.

5. Discuss how the project supports equitable opportunities.

Your discussion should address how your project increases or improves access and provides low cost transportation and recreation options for low income populations; is located in a high use area; is located in an underserved area; and contributes to an equitable geographical distribution of the millage funds.

6. Describe any other available funders and partners.

Your discussion should address whether your project has funding available through grants or partner contributions; has funding available through donations or in-kind services; and has funding available through local community match.

7. Maintenance Commitment

Describe the degree of commitment to continue operation and maintenance of the project. Include an operation and maintenance plan detailing the amount of money needed to operate and maintain the trail after it is completed and identify who will be responsible for the work. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, limitation on use, enforcement provisions, and scheduling.

8. Other considerations.

Provide other information you feel may be important considerations.

DESIGN/SCOPE OF THE PROJECT

Provide a detailed description of the project you are proposing, with reference to specific scope items. Describe the features of the project and all factors that affected your design or program. Describe how your design was chosen, and why it is appropriate for the proposed project. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. Explain how your project design meets or exceeds standards.

ESTIMATED COSTS/BUDGET

Provide each scope/budget item and how the budgeted amount was calculated, List amounts requested from local sources, state or federal grants as well as amounts from foundations, corporations, and other funding sources (in-kind support or other).

EXPENSES

Scope Item	Quantity	Amount
Other Fees (i.e., Permit, Engineering)		
Total Project Expenses		

REVENUES

Local Contribution	
Grant Contributions	
In-Kind Support	
Other	
AMOUNT REQUESTED	

If constructed, how will the project be maintained?

ATTACHMENTS

1. Project Location Map & Photos. *Attach a project location map and site photographs*
2. Site Plan. *The site plan must show the entire site to be improved/developed, and should delineate and label the location and type of all existing and proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. The placement of all scope items proposed in the application should be depicted on the site plan. Indicate on your site plan the destinations to which the proposed trail project will connect. Provide a map of the trail network (existing or proposed) to which your project will link.*
3. Documentation of Other Funding Sources. *You must provide documentation for all the funding sources you indicated on your application form, as follows: If any portion of the match is to be made up of funds from other grant funding sources, include a copy of the scope of work and budget provided for in the other grant application. If any portion of the match is to be made up of cash, labor, or material donations; include a letter from each donor committing to their donation. If the donor is an adjacent community contributing to the match, include a resolution from their governing body that supports the application and commits to their portion of the match.*
4. Letters of Support
5. Certified Resolution. *The governing body of the local unit of government must pass a resolution. The resolution should list and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application.*

CERTIFICATION

Signature of Applicant:

Date: