



DOUGLASS TOWNSHIP  
EAST COVENTRY TOWNSHIP  
LOWER POTTS GROVE TOWNSHIP  
NEW HANOVER TOWNSHIP  
NORTH COVENTRY TOWNSHIP  
POTTSTOWN BOROUGH  
UPPER POTTS GROVE TOWNSHIP  
WEST POTTS GROVE TOWNSHIP

**POTTSTOWN  
METROPOLITAN  
REGIONAL  
PLANNING  
COMMITTEE**



**pennsylvania**  
DEPARTMENT OF CONSERVATION  
AND NATURAL RESOURCES

## 2018-2021 Pottstown Regional Park Improvement Mini-Grant Program Guidelines and Eligibility

The Pottstown Regional Park Improvement Mini-Grant Program is a reimbursement grant program funded in partnership by the [PA Department of Conservation and Natural Resources \(DCNR\)](#) and the [Pottstown Area Health & Wellness Foundation \(PAHWF\)](#) and administered by the [Pottstown Regional Metropolitan Planning Commission \(PMRPC\)](#) with assistance from PAHWF.

### WHO CAN APPLY

Per the Pottstown Metropolitan Region Intergovernmental Cooperative Implementation Agreement for Regional Planning, the following municipalities are eligible to apply for funding under this grant program:

- Douglass Township (Montgomery County)
- East Coventry Township (Chester County)
- Lower Pottsgrove Township (Montgomery County)
- New Hanover Township (Montgomery County)
- North Coventry Township (Chester County)
- Borough of Pottstown (Montgomery County)
- Upper Pottsgrove Township (Montgomery County)
- West Pottsgrove Township (Montgomery County)

### MINI-GRANT PROGRAM MISSION AND GOALS

The Pottstown Regional Park Improvement Mini-Grant Program is designed to fund park improvements to increase park usage, which will help improve the health and well-being of area residents. In addition to implementing a project or addressing a need identified in a municipal parks and recreation plan (if applicable), projects should advance goals and initiatives that are consistent with the goals and priorities of one or more of the Pottstown Regional Parks Mini-Grants partners, as outlined below.

#### ***Pennsylvania's Statewide Comprehensive Outdoor Recreation Plan: 2014-2019***

DCNR's statewide outdoor recreation plan outlines several priorities that are relevant to the Pottstown Regional Park Improvement Mini-Grant Program, including health and wellness and local parks and recreation. To download the full plan, please visit: <http://www.paoutdoorrecplan.com/>.

#### ***Planning and Design Strategies for Healthy Living, Parks, and Recreation in the Pottstown Area***

The study provides detail at the municipal level for amenities and improvements to enhance each park, preserved open space location, and school facility. This mini-grant program is designed to implement the study's recommendations and regional recreation objectives related to park improvements. To download the full report, please visit: <https://pottstownfoundation.org/resources/studies-reports/pottstown-area-parks-and-recreation-study/>. **Preference will be given to applications for development projects that add park amenities consistent with the Penn State study recommendations.**

#### ***Pottstown Metropolitan Regional Comprehensive Plan***

The Pottstown Metropolitan Regional Planning Committee completed a regional comprehensive plan update in 2015, which includes regional as well as municipal-specific parks and recreation goals and recommendations. To download the full plan, please visit: <https://pottstownmetroregion.com/about/plans-and-studies/>.

## ELIGIBLE PROJECT TYPES

The Pottstown Region Parks Mini-Grants program supports two major types of projects: Development and Planning.

***Development Project*** examples may include:

- Installation of signage in order to enhance awareness and/or access to an existing park or preserved open space
- Creation of a trail, sidewalk, pathway or other amenity to connect an existing park to an existing residential community or commercial spaces to improve access. The Penn State Study identifies trail connections to maximize options for residents to walk and/or bike to area parks from their homes.
- Placement of playground equipment in an existing park or facility which previously lacked equipment for children's active play
- Installation of recreational user amenities such as bicycle racks, restroom facilities, or drinking fountains at an existing park, preserved open space, or trailhead
- Improvement of physical connections between existing municipal and school facilities such as walkways and trails between existing parks or between a park and a school

***Planning Project*** examples may include:

- Completion of a master plan for improvements to an existing park. *The master planning process must incorporate a public engagement component.*
- Updates to existing park site plans to broaden the scope of amenities offered. *The park plan update process must incorporate a public engagement component.*
- Development of joint use agreements between municipalities and adjacent school properties and/or community organizations to expand access to existing recreation resources and amenities

## TERMS AND ELIGIBILITY

- The maximum grant amount is \$25,000.
- All grants require a minimum local match equal to at least 10% of the total grant amount. Staff time and in-kind services may be quantified and included as part of the local match. Successful proposals will provide more than the minimum 10% local match.
- Mini-grants may not be used to fulfill match requirements for other DCNR-funded grant projects.
- All projects must be completed within an 18 month contract term. Early completion is encouraged. A change to the project end date may be requested if the grant recipient will not expend all of the allocated dollars and/or complete the scope of work at the scheduled end of the grant term. Please submit an email request to the grant administrator with a new project end date and a narrative describing the reason for the request. After review and if approved the grant administrator will provide notification by email. Please use the 12-month progress report to anticipate any changes. This request must be made 30 days prior to project end date. Grantee will acknowledge the funding assistance provided through this program in all reports and printed materials produced using grant funds. Some products may require inclusion of the DCNR and PAHWF logo prior to distribution and permission to include a PAHWF Project Fact Sheet.
- DCNR Grantees are responsible for following the competitive bidding requirements that apply to their organizations. These vary based on whether the organization is a municipality or a non-profit. Grantees not familiar with the applicable bidding requirements are strongly advised to consult with their solicitor/attorney. Further information is available at [Competitive Bidding Procedures](#). All applicants must adhere to DCNR Community Conservation Partnership Program requirements. Visit the [DCNR website](#) for more information.

### **Additional Requirements for Development Projects**

- Development projects must submit a plan set stamped by a licensed engineer, or other appropriate professional, prior to commencing site work.
- Development projects will acknowledge assistance on a permanent sign constructed on the project site in a location that is visible and accessible to the public. The following funding statement must be included on the sign: *“This project was made possible by the partnership of the Pottstown Metropolitan Regional Planning Committee with funding support from the Pottstown Area Health & Wellness Foundation. This project was financed in part by a grant from the Community Conservation Partnerships Program, the Keystone Fund, under the administration of the Pennsylvania Department of Conservation and Natural Resources, Bureau of Recreation and Conservation.”* This information is also included as Item 4 on the Grant Agreement.

### **APPLICATION SUBMISSION**

Applications are required to be submitted through e-mail to: [mbice@montcopa.org](mailto:mbice@montcopa.org)

The following enclosures are required as part of the application package:

- Proof of tax exempt status
- Budget
- Quotes or bids for construction or planning work
- Site Map
- Signed PNDI Receipt
- Signed DCNR Certificate of Title Form

### **SELECTION CRITERIA**

The grant applications will be reviewed by a committee of representatives from the funding and administering agencies, as well as members of the local community. A proposed project **must satisfy** the following criteria.

- Project must fall inside the stated geographical boundaries.
- Project site must be owned by the municipality.
- Project is consistent with Local, County, and/or State plans, such as open space, land use, greenway, rivers conservation and recreation plans.
- Project furthers the mission and goals of the PMRPC, PAHWF and DCNR.
- Project sponsor has the capacity to conduct and implement the project.
- Matching funds are secured for the project.
- Project can commence in a timely manner and be successfully completed within 18 months. Shorter timeframes are preferred.

### **REIMBURSEMENT PROCESS & DOCUMENTATION**

1. Funding agreements must be executed prior to project startup. Once the funding agreement has been signed, 90% of the grant award amount will be dispersed to the applicant.
2. Grantee must submit a completed status report to the grant program administrator no later than 12-months from the start date of the funding agreement. Any grant extension requests should be submitted in writing at the time of the 12-month progress report.
3. Once the project is complete, the grantee must submit the following information to complete the grant project closeout process. More detailed closeout instructions and document templates are provided on the [PMRPC website](#).
  - Final payment request form
  - Budget summary cost sheet
  - All invoices and corresponding cancelled checks equal to the total stated cost of the project. Proof of in-kind labor or services must be provided, if applicable.
  - Project Success Story document including information about the location of the project, total funds invested, and a list of deliverables and partners.

- Final Products:
  - For planning projects, the final plan, study, or product must be provided
  - For development projects, the grantee must contact Craig Colistra at [ccolistra@pottstownfoundation.org](mailto:ccolistra@pottstownfoundation.org) to arrange a date for a final site inspection
- Once all closeout documentation has been received and approved, the remaining 10% of the grant award will be dispersed to the applicant.

#### **ADDITIONAL RESOURCES**

- Montgomery County's Comprehensive Plan (2015), "[Montco2040: A Shared Vision](#)"
- Chester County's Comprehensive Policy Plan (2009), "[Landscapes 2: Bringing Growth and Preservation Together for Chester County](#)"
- Federation of Northern Chester County Communities, "[Regional Parks, Recreation and Open Space Plan](#)"