



You couldn't pick a better place.

TOWNSHIP OF CHERRY HILL

820 Mercer Street
Cherry Hill, NJ 08002

2017 MATCHING GRANT PROGRAM

Dear League President:

The 2017 Capital Improvement Matching Grant Program application is now available. Township sports leagues whose primary facility is owned by Cherry Hill Township are eligible to apply for Capital Improvement Matching Grant funds for the purpose of enhancing their facility. Below are some guidelines for Cherry Hill Township's Capital Improvement Matching Grant Program.

- **Application Deadline: October 2, 2017.** Notification of grant awards will be made by October 30, 2017.
- Grants will be awarded on a competitive basis. **The maximum grant award will be \$10,000.00.**
- The applying league must provide a direct 1:1 cash match toward the project.
- Award amount will be determined by the CIP Matching Grant Committee.
- Projects must have a five (5) year useful life span to be considered. Review the list of projects NOT available for funding included in the full application available for download at www.cherryhill-nj.com/Recreation (**Click on Grant Applications under Quick Links**).
- Projects must be approved by the Township prior to the start of work. Projects already in process are not eligible for funding.
- A presentation to the CIP Matching Grant Committee may be requested.
- All Improvements are subject to Township planning, zoning and code regulations and approvals.
- Projects must be completed by December 31, 2018.
- Matching funds are dispersed directly to vendors only after work is completed. A Township purchase order will be provided to the vendor upon project approval, prior to the start of the project.

Capital Improvement Matching Grant funds are facilitated through the Recreation Department. Please communicate all project plans directly to the Recreation Department. For complete guidelines and an application form, please visit www.cherryhill-nj.com/Recreation (**Click on Matching Grant under Quick Links**). I look forward to reviewing your applications and working together to further improve Cherry Hill Township facilities.

Sincerely,

Megan Brown, Director
Cherry Hill Recreation Department
856-488-7868
mbrown@chtownship.com



You couldn't pick a better place.

TOWNSHIP OF CHERRY HILL
820 Mercer Street
Cherry Hill, NJ 08002

APPLICATION and GUIDELINES for 2017 MATCHING GRANT PROGRAM

The following application and guidelines apply to the 2017 Matching Grant Program

- **Application Deadline: October 2, 2017.** Notification of grant awards will be made by October 30, 2017.
- Grants will be awarded on a competitive basis. **The maximum grant award will be \$10,000.00.** The applying league must provide a direct 1:1 cash match toward the project.
- Award amount will be determined by the CIP Matching Grant Committee.
- Projects must have a five (5) year useful life span to be considered. The following costs **cannot** be funded through this grant:
 1. Delivery costs exceeding 5% of the grant total
 2. Engineering and design costs
 3. Team equipment and/or uniform purchases
 4. Facility-identifying signage
 5. General field maintenance equipment (i.e. lawnmowers, weed wackers, edgers, and other lawn tools)
 6. Indoor furnishings
 7. Cosmetic improvements that do not serve to expand the use of the facility for active or passive recreation
 8. Decorative or ornamental landscaping costs
 9. League fees and registrations
 10. Team transportation costs
- A presentation to the CIP Matching Grant Committee may be requested.
- All Improvements are subject to Township planning, zoning and code regulations/approvals.
- Projects must be approved by the Township prior to the start of work. Projects already in process are not eligible for funding.
- Projects totaling more than \$15,444 must include prevailing wage. This total is determined by the total project cost, including goods, services, construction and materials.
- **Each application must be accompanied by a minimum of 3 quotes and a written statement indicating the preferred vendor.** If this vendor is not the lowest quote, detailed information as to why they are being chosen must also be included.
- Eligible vendors must submit the following when providing a quote. The documents are available for download www.cherryhill-nj.com/Recreation (Click on Grant Applications under Quick Links)
 - Valid New Jersey Business Registration Certificate
 - W-9
 - Certificate of Insurance in the required amounts naming the Township of Cherry Hill as the certificate holder and the contracting league as the additional insured (see attached for required limits).
 - Disclosure of Investment Activities in Iran – must be presented to Township before vendor begins work.
 - Pay to Play
- Matching funds are dispersed directly to vendors only after work is completed. A Township purchase order will be provided to the vendor. Payments will not be made until the following documentation has been submitted:
 - Signed purchase order
 - Final invoice
 - Letter from contracting league stating the work is completed to satisfaction.
 - Final approval from Township Code Officials as necessary.

- Projects must be completed by December 31, 2018. If a project is unable to be completed by December 31, 2018 leagues may request an extension. Extension requests must be made in writing and approved by the CIP Matching Grant Committee.
- Cherry Hill Township reserves the right to amend and waive any minor informality within the Capital Improvement Grant Program.



TOWNSHIP OF CHERRY HILL

820 Mercer Street
Cherry Hill, NJ 08002

APPLICATION and GUIDELINES for 2017 MATCHING GRANT PROGRAM

Organization _____

National Group Affiliation (if applicable) _____

Tax ID No _____ Non-profit number (if applicable) _____

Contact Person for this Application:

Name: _____ Title: _____

Address: _____

Daytime telephone: _____ Alternate phone: _____

Email: _____

Recreational area normally used by group. Please include a diagram and ALL field spaces, not just those pertaining to this application:

Name/Address: _____ # of fields: _____

Name/Address: _____ # of fields: _____

Type of Program (details about your group):

Type of sport: _____

In what season(s) is the sport played? (include months of season):

Winter _____
Summer _____

Spring _____
Fall _____

Number of games played per season _____ (attach schedule)

Age Groups: (approx. participants in group)

Below 8 _____ 8-10 _____ 10-12 _____ 13-15 _____ 15 and Above _____

Total number of Participants:

<u>2014</u>	<u>Participants</u>	<u>Coaches</u>
Winter	_____	_____
Spring	_____	_____
Summer	_____	_____
Fall	_____	_____

<u>2015</u>	<u>Participants</u>	<u>Coaches</u>
Winter	_____	_____
Spring	_____	_____
Summer	_____	_____
Fall	_____	_____

<u>2016</u>	<u>Participants</u>	<u>Coaches</u>
Winter	_____	_____
Spring	_____	_____
Summer	_____	_____
Fall	_____	_____

<u>2017</u>	<u>Participants</u>	<u>Coaches</u>
Winter	_____	_____
Spring	_____	_____
Summer	_____	_____
Fall	_____	_____

In which neighborhoods do most of your participants live?:

Description of Project:

This section requests information about your proposed project. Answers should be brief and to the point.

Name of Project: _____

Location Map: Attach an 8 1/2" x 11" map showing the location of the project. The map should also show the area of benefit. In other words, will the entire recreation area benefit from the proposed project or will only a portion be improved?

Statement of Need: Describe the need for the project and the conditions that must be improved.

Project Details: Describe the improvements to be constructed.

Project Phasing: Does your group plan to implement the project in phases and, if so, what part of the project will be constructed in what phase? No more than three phases will be considered for any one project.

Project Implementation: Fill out the attached implementation schedule with the appropriate months and expected cost.

Project Funding: Identify all secured funding sources

Maintenance Plan: Discuss how your group expects to maintain the project once completed (attach separate sheet, if necessary).

Attach any information in the form of drawings, maps, or other documents that you think is relevant to the application.

Additional Information Required:

1. List of league Board of Directors.
2. Copy of current league by-laws.
3. Financial statement. The statement must show the amount of income from all sources and the disbursement of funds, in detail, and current balance for the most recent fiscal year.
4. **Three (3) cost estimates from reputable contractors, copies of which must be attached to the application.**
5. Tax ID Certificate or Tax Exempt Certificate, if applicable.
6. Current certificate of insurance.
7. Leagues must have a current, signed lease on file with the Township.

The application form must be completely filled out to be considered. The completed application form and other relevant documents should be sent to:

Department of Recreation
Township of Cherry Hill
820 Mercer Street, Room 102
Cherry Hill, New Jersey 08002

TOWNSHIP OF CHERRY HILL

820 Mercer Street
Cherry Hill, NJ 08002

2017 MATCHING GRANT PROGRAM

APPLICATION SUMMARY & IMPLEMENTATION SCHEDULE

Name of League: _____

Provide a summary of each project/purchase to be made below. Include the total amount of the contract.

1. **Project Title:** _____

Chosen Vendor: _____ Total Amount: _____

2. **Project Title:** _____

Chosen Vendor: _____ Total Amount: _____

3. **Project Title:** _____

Chosen Vendor: _____ Total Amount: _____

4. **Project Title:** _____

Chosen Vendor: _____ Total Amount: _____

5. **Project Title:** _____

Chosen Vendor: _____ Total Amount: _____

Implementation Schedule _____ **Completion Time (in months)** _____

1. Award Contract _____

2. Start Construction _____

4. Complete Construction _____

5. Complete Final Inspection _____

TOTALS _____