



CITY OF ARVADA



DEPARTMENT OF PARKS, GOLF & HOSPITALITY
FACSIMILE: 720-898-7401 ▲ TDD: 720-898-7869

ADMINISTRATION, PARK & URBAN DESIGN DIVISION PHONE: 720-898-7400

Dear Arvada Public School Leader,

Each year, the City of Arvada offers a "Matching Funds Program" to encourage the public schools in Arvada to participate in playground and recreation facility improvements, or outdoor environmental projects that are beneficial to both the school and the community at large. The City's maximum contribution is \$5,000.00 per school, which must be spent within one year of the date of the award.

Enclosed are the guidelines, procedures and application for the "School Year 2009/2010 City of Arvada Matching Funds Program." Examples of previously funded projects are included.

During your planning, it is important to include the following requirements of the Matching Funds Program. Applications not meeting the requirements will be eliminated from consideration. Five (5) members of your PTA, or appropriate booster group, or community members, who support the project, must sign the completed application. Itemize and describe your existing funding sources for the project. Include in-kind donations and services, which may be matched through this program. Contact Arvada's Park and Urban Design Staff (720-898-7390) to discuss your project. A clear understanding of your proposed project, by the staff, is very important for its success. All projects must meet Americans with Disabilities Act, Arvada Building Code and school district requirements for construction.

The completed application may be sent electronically to Brenda Berg (Brenda@arvada.org) or hand delivered to the Parks, Golf and Hospitality Services Department, 3rd Floor, located in Arvada City Hall, 8101 Ralston Road, Arvada CO 80002 by **December 1, 2009** (late submittals cannot be accepted).

Applications, meeting the criteria and submitted by the deadline, will be reviewed by the Park and Urban Design Staff and presented to the Arvada Park Advisory Committee for funding consideration at their December 2009 meeting.

I encourage you to be creative and use all available funds and in-kind services as proposed matches. Our goal, through a joint school and city effort, is to improve playground and recreation facilities, or outdoor environmental projects, which benefit both students and the community.

Sincerely,


Mike Lee
Manager of Park and Urban Design
720-898-7390
mike-l@arvada.org

Enclosures:
C: Gordon Reusing, Director, Park, Golf and Hospitality Services

City of Arvada School Year 2009/2010 Matching Funds Program

Purpose

The purpose of the Matching Funds Program is to encourage public schools in Arvada to participate in playground and recreation facility improvements, or outdoor environmental projects, which are beneficial to both the school and the community.

Eligibility

Any Jefferson County R-1 School located within Arvada's city limits is eligible to participate in the Matching Funds Program.

Guidelines and Procedures

- Cash and in-kind donations currently in place for the project will be considered for matching funds.
- Projects must be submitted for approval prior to the commencement of the project, or the phase on the project being considered for funding.
- Funding will be given only to projects that benefit the school and the community, and reflect student input into the planning.
- Projects eligible for funding include:
 - o Playground or recreational facility enhancements
 - o Outdoor environmental education projects
- Projects not eligible for funding:
 - o Capital improvement projects large enough to be above and beyond the scope of this program
 - o Indoor projects
 - o Outdoor environmental projects lacking student planning and involvement
 - o Projects with no direct benefit to students or the community
- It is strongly recommended to have your proposed project reviewed by City staff prior to submission.
- All projects must follow applicable Arvada building codes, ADA accessibility guidelines, and school district requirements.
- The Arvada Park Advisory Committee (APAC) evaluates submitted projects on: the basis of need; amount of available matching funds; whether or not the project is part of an on-going program; and the perceived degree of student and community benefit.
- A maximum of \$5,000.00, per school, can be awarded.

Method of Application

- Applications may be submitted electronically, or in person, to Brenda Berg, Executive Secretary for Parks, Golf and Hospitality Services, using the application form provided.
- Application deadline is **December 1, 2009**.

Project Approval

- The Arvada Parks Advisory Committee (APAC) will review applications at their regular December meeting.
- Applicants will be informed, immediately after the meeting, of funding decisions.
- The City will send the awarded funds to the Jefferson County R-1 School District Grants Department. The Grants Department will set-up an account for each awarded school for accessing the matching funds. The Grants Department Oversight Committee will monitor progress and expenditures.

Project Completion

- Approved School Year 2009/2010 Matching Fund projects must be completed within one year of the award date.
- City staff and APAC request photos (electronic is acceptable) of the completed project.
- APAC will do a site visit in the Fall of 2010 to review project completion. Schools with uncompleted projects will be contacted.

The deadline for submitting School Year 2009/2010 applications is **December 1, 2009** (late submittals cannot be accepted).

Mail or electronically submit the completed application to:

City of Arvada
C/O Brenda Berg
Executive Secretary
Dept. of Parks, Golf and Hospitality Services
PO Box 8101
8101 Ralston Road
Arvada, Colorado 80001-8102
brenda@arvada.org

Previously Funded Projects

Playground Equipment
Portable soccer goals
Handicap accessible playground equipment
Amphitheater/environmental education area
Moveable bleachers
Xeriscape garden
Basketball backstops
Pavilion & outdoor classroom
Benches & trash receptacles
Tennis court resurfacing
Landscape plantings in athletic area
Picnic Tables

City of Arvada
School Year 2009/2010 Matching Funds Application

Applicant

1. Name of School
2. Mailing Address of School
3. Name of School Employee Responsible for the Project
Telephone _____ E-mail _____
4. Estimated Total Project Cost
5. Amount of Matching Funds Requested

Project Description and Scope

Is this a new project? _____ Is this part of an on-going project? _____ Explain:

Provide a detailed description of the proposed project project:

Attach a detailed map (computer/aerial at scale preferred) of the school grounds and locate your proposed project on the map.

How will the needs of disabled students be met?

How will Arvada building codes and School District construction guidelines be met?

Name and Title of Verifying R-1 Employee

Who will provide the maintenance dollars and labor after project completion?

Project Cost

List all items to be included in the project with an estimated cost. Please be very specific about items and attach a cost estimate for each item.

Total Cost:

Project Funding

List the amount of existing funds and/or in-kind donations and services currently in place.

Dollar Amount	Source	Date Available	Cash or In-Kind
---------------	--------	----------------	-----------------

Matching Fund Request

Amount of Matching Funds requested: _____

(Make sure the amount matches the front page; is up to \$5,000.00 per school; and no more than 50% of the total project cost.)

Have you received City of Arvada Matching Funds before? _____ Briefly describe the project(s).

Signatures and Dates

Please have supporting School District Employees, Booster Club or Community Members sign and date below.

1. _____ Date:

2. _____ Date:

3. _____ Date:

4. _____ Date:

5. _____ Date:

Signature of Applicant _____

Date _____