



Gaithersburg

A CHARACTER COUNTS! CITY

**CITY OF GAITHERSBURG
PLAYGROUND MATCHING GRANT
APPLICATION/REQUEST CRITERIA**

Return to:

Michele R. Potter, Director
Dept. of Parks, Recreation and Culture
Activity Center, Bohrer Park at Summit Hall Farm
506 South Frederick Avenue
Gaithersburg, Maryland 20877-2325

Criteria for Eligibility

- 1. Letter explaining need for purchasing/replacement of playground equipment.
- 2. Grant has not been awarded in the last five (5) years.
- 3. 3 quotes accompanied by plans are to be submitted for funding consideration/authorization.
- 4. Plans must be approved for funding by Mayor and City Council prior to purchasing and installation.
- 5. The proposed playground equipment must meet Consumer Product Safety Commission Guidelines.
- 6. The proposed playground must meet the American Society for Testing and Materials Standards.
- 7. The proposed playground equipment must be IPEMA certified.
- 8. The proposed playground equipment must convey a warranty of 15 years on major structural parts.
- 9. The playground area must meet ADA requirements for Buildings and Grounds.
- 10. The playground surfacing must meet ADA requirements.
- 11. A match of at least fifty percent (50%) must be raised by requestor.
- 12. The proposed playground must serve the geographical area of a ten percent (10%) study body of City residents.

If any of these criteria are not met, please explain below:

Signature and Date

School Name: _____

Address: _____

Phone: _____

Printed Name and Date

Fax: _____

Frequently Asked Questions

1. **Who evaluates the Grant Applications/Requests and makes the funding decisions?**

The City's Parks, Recreation and Culture's Director reviews and evaluates grant requests. The Director then forwards the grant request to the City's Manager to further evaluate and to make all funding recommendations to the Mayor and City Council. Those recommendations will be communicated to applicant once the Mayor and City Council discuss the request at a regular work session, the date for which applicants will be notified as soon as it is scheduled and communicated to the Department of Parks, Recreation and Culture.

2. **What is a ten percent School of the City of Gaithersburg?**

It is schools that have ten percent or more of their students who live within the corporate City limits.

3. **Will there be site visits?**

Yes. Michele Potter, Director of Parks, Recreation and Culture; and Laura Sarno, Supervisor of Parks Maintenance, and the City's Certified Playground Safety Inspector (certification #2641-0207), may request additional clarification and/or information from applicant organizations concerning their proposals and inspect the playground/project for meeting required eligibility criteria. We would like to attend any type of ribbon cutting/ceremony if one is scheduled.

4. **When are organizations notified of grant awards?**

All applicants are notified of grant *recommendations* being sent to the Mayor and City Council. Final decisions are made by the Mayor and City Council at their regular scheduled meetings, the date for which applicants will be notified as soon as it is scheduled and communicated to the Department of Parks, Recreation and Culture.

5. **Is there public accountability for Gaithersburg Matching Playground Grant activity?**

The Matching Playground Grant Process continues to ensure accountability and maintenance of high standards by recipients of grant awards. Grant recipients will be required to submit a report for each grant awarded, may not access next year's funds until a Year End Report is in and may be asked to host a monitoring visit by the City's Director of Parks, Recreation and Culture and also a Parks Maintenance Supervisor.

6. **Is there an average or maximum grant amount that applicants can use as a guide for grant requests?**

No. However, an organization can not request a matching grant if already granted one within the past five (5) years. No more than a 50 percent match will be granted.