

Edgecombe County Recreation Mini-Grant Program Program Guidelines



Program Statement

The Edgecombe County Board of Commissioners approved \$10,000 in its FY 2018 budget to promote recreation in the County. The County is seeking to make small investments with community partners to promote recreation in areas within the County where recreational opportunities are limited. Recipients must be located within Edgecombe County and provide recreational services or opportunities for recreation to Edgecombe County residents. Grants will only be made to established organizations and not to individuals.

Deadline

The deadline for proposals is 5:00 P.M on Friday, August 30, 2017. Proposals are to be mailed or delivered to:

Helen Bowens, Grant Administrator
Office of the County Manager
PO Box 10
201 St. Andrew St.
Tarboro, NC 27886

Faxed or emailed proposals will not be accepted.

Grant Amounts

The maximum grant amount is \$2,000. Organizations who receive funding will be required to submit an audit or financial performance report from the most recent fiscal year end. Organizations who receive funding are also subject to review during the County's annual audit. Organizations will be required to sign a contract with Edgecombe County for purposes of distributing funds granted. Salaries and/or stipends are not funded through the program for any member of the applying organization.

Selection Process

Proposals will be reviewed by a committee. This committee will include the County Manager, or designee, a County Commissioner, or designee, the County's Grant Administrator, and three members appointed by the Board of Commissioners. Recommendations will be presented to the Board of Commissioners for final approval. Each application will be evaluated according to the following criteria:

- Project Description
- Timeline
- Area served
- Number of Individuals served
- Duration of program
- Budget and feasibility
- Capacity of the Organization

Based on the number and quality of proposals received, applicants may or may not receive the full amount of their request. Each proposal should address each of the criteria above in narrative form, attaching any necessary documentation as support. The attached Applicant information form must also be completed and submitted with the proposal.

Applicants will be notified by mail once a decision has been made. Awards will be made without regard to race, color, national origin, gender or religion.

For questions regarding the application process, contact Helen Bowens, Grant Administrator at (252) 641-1842 or helenbowens@edgecombeco.com.