



EDGECOMBE COUNTY PARKS AND RECREATION

EDGECOMBE COUNTY RECREATION MINI-GRANT PROGRAM GUIDELINES

September 18, 2024

Program Statement

The Edgecombe County Board of Commissioners approved \$50,000 in its FY 2024- 2025 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, October 18, 2024**. Proposals are to be mailed or delivered to:

Kelvin D. Jones
Edgecombe County Parks and Recreation
P.O. Box 10
201 St. Andrew Street, Room 402
Tarboro, NC 27886

Faxed or emailed proposals will not be accepted.

Grant Amounts

The maximum grant amount is \$3,000. 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 an agreement with Edgecombe County for purposes of distributing funds granted. Salaries and/or stipends are not funded through this 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, the County's Director of Parks and Recreation, and three members appointed by the Director of Parks and Recreation. 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 – Project Start Date/Project End Date**
- **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 once a decision has been made. Awards will be made without regard to race, color, national origin, gender or religion.

For grant accountability purposes, those who previously received a grant last year must submit documentation and proof of mini grant expenditures consistent with the grant award **to Kelvin Jones by Friday, October 18th, 2024**, prior to or along with grant application. (i.e. itemized list of purchases). Inability to provide proof of expenditures will make your organization ineligible for FY2024-2025 funding.

For questions regarding the application process, contact Kelvin D. Jones, Edgecombe County Parks and Recreation Director @ kelvinjones@edgecombeco.com

Requirement Upon Approval

Applicants that are approved for grant funding **will be required to participate in an approximately one-hour grant educational course that will provide information on grant management and reporting requirements. We will also require that representatives of your organization contribute to our *Keep Edgecombe Clean and Green* initiative by volunteering for a total of at least 8 hours in a litter clean-up event in the County.** Community involvement is vital to the success and continued growth of our beloved county.