

FAUQUIER COUNTY PARKS & RECREATION
POLICY

TITLE: Support for Recreational/Historical/Cultural Programs & Projects

FILE #: S 1-2 (Replaces Policy S 1)

DATE PROPOSED: 5/7/08

DATE APPROVED/REVISED: 5/7/08, 4/1/09, 1/6/10, 10/6/10, 1/5/11, 8/3/11, 12/7/11, 4/11/13, 6/5/13, 8/6/13, 3/12/20

PURPOSE: This policy is established so that County funds can be maximized to achieve the Department mission, assure access to programs and facilities for all regardless of income, encourage private investment and improve recreational programs and facilities serving the public. The basic underlying philosophy in distributing the funds is to increase the number of people who can participate in recreational programs regardless of income and invest County funds in worthwhile recreational/historical/cultural projects that benefit the community.

- I. Subsidy Reimbursement Program - To achieve the goals stated above and accomplish efficient allocation of funds the Department has established a bi-level system comprised of a Subsidy Reimbursement Program and a Grant Program. The grant program shall be funded with the balance remaining after all properly submitted subsidy applications are processed. In its discretion the Board may allocate funding from the grants portion of these funds for other worthwhile causes. This policy defines the categories, criteria for eligibility and the conditions for distributing funds under each of the programs.
 - A. General Criteria - Prior to submitting Subsidy Reimbursement or Grant requests an organization must submit an application consisting of data to confirm eligibility to receive funds.
 1. Eligibility Criteria/Required Documentation:
 - i. Proof that the organization is incorporated and based in Fauquier County or acceptable proof that the organization is based in Fauquier County. *
 - ii. Documentation that the applicant is non-profit. *
 - iii. Provide the applicant's mission statement or purpose. *
 - iv. Certification that the applicant does not discriminate, including discrimination against physical disability and/or financial inability to pay
 - v. Completed Audit Agreement, update as needed *
 - vi. Provide information about the applicant's governing members, officers, etc
 - vii. Financial data including statements, balance sheets and proof that the organization is not receiving funding from any other County source and the percent of budget paid to staff (excluding referees and umpires). Groups that are considered part of county government are not eligible for funding through these programs except by the Board's discretionary authority.
 - viii. Information shall be provided annually on form(s) provided by Parks and Recreation and forms must be submitted to Parks and Recreation prior to any requests for funding. Those

items denoted with an “*” may, after initial provision of the document, certify in succeeding years that the document has not changed.

2. The Board retains the right to make discretionary funding as it deems appropriate. For the Board to have sufficient time to consider funding requests, all decisions shall be made at a separate date from which the funding request is received by the Board.

B. Subsidy Reimbursements - For individuals qualifying through Department criteria funding shall be provided to eligible organizations within budgetary limits. By reimbursing organized programs that provide subsidies to those unable to afford to participate the County is providing a service that benefits those most in need. Subsidy reimbursement also encourages programs to continue to provide scholarships for those unable to participate without help.

Under the program organizations that award subsidies to youth who participate may be reimbursed for the expense the quarter following the subsidy award.

1. Eligibility Requirements

- i. The organization must award subsidy based on need. The recipients must be unable to participate in the program without the scholarship funds.
- ii. Subsidy reimbursements are limited to participation fees only. Late fees or other supplemental charges are not eligible for reimbursements. Uniforms should be included as a subsidy expense if part of the participation fee. Uniforms are defined as clothing worn during the activity, except shoes, that identifies an individual as part of a team and includes protective safety equipment that is given to the participant. Maximum subsidy is \$150 per child per program per year. For purposes of this policy a program shall be defined as only one session (camp, clinic, league, etc.) of a specific activity (soccer, cheerleading, piano, etc.).
- iii. The Program must hold 90% of its activities in the County.
- iv. Scholarship Vouchers will be used to authorize organizations to award Subsidy.
- v. Subsidy reimbursements will be equal to the total amount of fees the organization waived during the previous quarter on a dollar for dollar basis.
- vi. Subsidy assistance will be considered only for those programs that are consistent with the mission, goals and philosophies of the Department.
- vii. Program must be available to the public without exclusion based on race, creed, color, religion, national origin, or physical disability.
- viii. Organization must confirm that background checks have been performed on all individuals that work directly with participants, that coaches and official have been trained and that all equipment is maintained to provide a safe environment regardless of the type of program offered.
- ix. All information requested on the Scholarships Subsidy Reimbursement Request Form must be completed and the form submitted by the date stated at the top of the form (usually 30 days after the end of each subsidy quarter). Forms received after that date will not be considered for subsidy reimbursement
- x. Unique circumstances may be reviewed by the Parks and Recreation Board on a case by case basis.
- xi. Department should endeavor to distribute funds within 60 days after the end of each quarter.
- xii. Mandatory volunteer service hour requirements may be required of subsidy recipients only if required of all other participants.

- xiii. Subsidy reimbursements will be available for basic recreational programs, not advanced/travel/select programs.
- II. Grant Program - Funds remaining to support Fauquier County recreational/historical/cultural organizations after subsidies are awarded will be used to fund grants. The purpose of the grant program is to establish a seed funding mechanism to encourage Fauquier County recreational/historical/cultural organizations to provide new services or to expand and/or improve current services.
- A. General Criteria - To be eligible to apply for grant money the organization submitting the application must meet the following criteria:
1. Application - Grant application must fall into one of the following categories:
 - i. Recreation
 - ii. Historical
 - iii. Conservation
 - iv. Cultural
 - v. Tourism
 2. Organizations applying for grants must meet the following conditions:
 - i. 90% of program/project participants are residents of Fauquier County
 - ii. 90% of program/project activities are held in Fauquier County
 - iii. The program/project must be available to the general public and will not discriminate on the basis of race, creed, color, religion, national origin, physical disability, or financial inability to participate
 - iv. Program must be available to the public without exclusion based on race, creed, color, religion, national origin, physical disability, or financial inability to pay.
 3. Provide category under which grant funds will be used (listed in order of priority):
 - i. Sanitation (provide toilets for non-Parks and Recreation department recreational/historical/cultural facilities. Base cost used to calculate match amount paid by requester will not exceed the fee paid under the Parks and Recreation contract for a handicap equipped unit. Grants funding for sanitation will run from January through December of each year)
 - ii. Background Checks (checks performed to identify sex related crimes using National database if necessary in order to protect individuals)
 - iii. Accessibility for Individuals (programs and project on public or non-profit facilities that are open to the general public to make existing facilities available or create new opportunities for people with disabilities)
 - iv. Equipment Upgrade/Safety (project to meet safety standards set for the project/activity)
 - v. Equipment Increase (project to provide services to more participants)
 - vi. Training (provide training for coaches and officials, CPR and First Aid training for volunteers and staff, promote safety and improve skills for members of the organization)
 - vii. Facility Safety (limited to public or non-profit facilities that are open to all citizens to improve safety for users)
 - viii. Other
 4. Other Required Documentation to be Provided:
 - i. Grant dollar amount requested to complete the project/program
 - ii. Amount contributed by the organization to support the project/program

- iii. Statement of need defining why the group is unable to accomplish or complete this project/program without Department support.
 - iv. Show proof that the organization will provide a minimum of \$1 match for every \$3 awarded under the grant. Requests not meeting minimum match shall be deemed ineligible for grant funding. The match cannot include in-kind services.
 - v. Project/program expected completion date. Projects/programs defined in the grant must be completed within 12 calendar months of being awarded the grant money. For example, if grant funds are awarded to the organization in December of 2020 the project/program must be completed by December of 2021.
 - vi. Project/program completion report when work defined in the grant is completed. This should be no later than 60 days after the expected completion date. For example, if the project completion date is December of 2020 the project/program completion report is due no later than February, of 2021.
 - vii. All information and forms requested and submit to Parks and Recreation by the due date stated on the application. Incomplete applications will not be considered for grant funds.
5. Grant Review – The Budget Committee will review all applications and make recommendations to the Parks and Recreation Board for decision. After review and final decision by the Board,
- i. Successful applicants will be notified that a grant has been awarded, the amount awarded and a date when funds will be released.
 - ii. Applicants that applied but were not selected will be notified that the grant was not awarded and provided with the reason funds were not allocated.

Note: No Public Hearing was added to this policy since the distribution of funds is no longer dependent on organizations presenting their requests to the Board and justifying them.