



## **City of Knoxville Parks and Recreation Department 2018-19 Challenge Grant**

Each year the City of Knoxville's Parks and Recreation Department partners with local groups and organizations to make improvements and additions to public parks and recreation facilities in our city by awarding a number of matching "Challenge Grants". Below are the guidelines, instructions and important dates related to applying for a Challenge Grant.

### **What type of projects are eligible?**

Our intent is to enhance public parks and recreational facilities, so any project that would make a place look nicer, be safer, or add a new component to an already existing place would be eligible for a Challenge Grant. The project submitted must be located in an existing city park, greenway or other recreational area; or be someplace that is generally open to the public and used for recreation.

Types of projects that are NOT eligible for a Challenge Grant include those involved with any on-going maintenance, such as irrigation systems, mowing, cleaning; or the purchase of team athletic equipment.

### **Who is eligible to apply?**

While we encourage any local groups interested in improving a public park and/or recreational facility to apply, city finance regulations require that only groups that have an official non-profit designation such as a 501(c)3, 501(c)4 or 501(c)6 may be eligible to receive city funds. Examples of groups who could possibly apply include garden clubs, athletic commissions, scout troops, PTA's, home owner associations, community clubs, and designated non-profit groups.

## How does the process work?

Groups complete the attached application and submit **no later than Friday, September 14, 2018 at 4:30 p.m.** Applications can be mailed to “Parks and Recreation Department, P.O. Box 1631, Knoxville, TN 37901”, or hand delivered to the Knoxville Parks and Recreation Department at 5930 Lyons View Pike.

Only completed applications will be accepted. Each application must include a copy of their IRS Designation Letter, verifying your group’s official non-profit status, and a copy of the organizations most recent annual report/budget.

Applications will be reviewed and groups submitting will be notified by the end of October 2018.

If your organization is awarded a Challenge Grant, you will have until **Monday, April 29, 2019 to complete your project** and submit your final paperwork to the Parks and Recreation Department.

The Challenge Grants are “Reimbursement” matching grants, which means groups will be reimbursed up to one half (50%) of the eligible costs for their approved projects. Parks and Recreation will not reimburse more than 50% of the eligible cost of the project. If your project is approved you will be awarded a specific grant amount that will not exceed \$2,500.

All costs incurred by the grantee on this project that are submitted for reimbursement from this Challenge Grant must be documented with copies of invoices and cancelled checks, showing the invoices have been paid. **NO** funds will be eligible for reimbursement if the cost was incurred prior to the date the Challenge Grant was awarded.

There will be a mandatory inspection of the completed project by Parks and Recreation Department employees before grant awards are processed by the City for reimbursement.

The City of Knoxville’s Parks and Recreation Department has been awarding ‘Challenge Grants’ for over 25 years, and in that time hundreds of projects have been completed in our city. We look forward to partnering on more new projects this year. If there are questions about the process please call (865) 215-1733.



**2018-19 CHALLENGE GRANT APPLICATION**  
(due September 14, 2018)

Date: \_\_\_\_\_

Name of Organization Submitting Application:

\_\_\_\_\_

Name, Title and Contact Information of Person Submitting Application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of the Project: (attach photos or other documents if needed. Use additional sheets if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who will be responsible for submitting final paperwork to close out any approved project? Provide necessary contact information.

**NON-PROFIT APPLICATION**  
**Parks and Recreation**

Organization/Applicant: \_\_\_\_\_

EIN (Federal Tax ID) Number: \_\_\_\_\_

Contact Person/Title/Phone#: \_\_\_\_\_

**Required documents:**

1. **Copy of IRS Designation Letter:** Tenn. Code Ann. § 6-54-111 requires organizations to be either non-profit charitable 501(c)3 and provide year-round services benefitting the general welfare of the residents of the municipalities, or 501(c)(4) or (c)(6) that “operates primarily for the purpose of bringing about civic betterments and social improvements through efforts to maintain and increase employment opportunities in the municipality by promoting industry, trade, commerce tourism and recreation by inducing manufacturing, industrial, governmental, educational, financial, service, commercial, recreational, and agricultural enterprises to locate in or remain in the municipality.”
2. **Copy of most current Annual Report** of business affairs and transactions, which include an annual financial statement audit, annual Treasurer’s Report or current Form 990, filed with the IRS. If your organization has not been in existence long enough to have an annual audit performed, you will be ineligible, under the statute, to receive any financial aid from the municipality.
3. **Written request on non-profit letterhead**, requesting specific amount of funding, including details and background of grant request. For entities identified as non-profit charitable 501(c)3 status, include examples/type of year-round services provided, benefitting the general welfare of the residents of the municipality.

Submit completed forms to:     City of Knoxville  
  Parks and Recreation Dept  
  P.O. Box 1631  
  Knoxville, TN 37901  
  Fax: #865-215-1743  
  Email: jsimerly@knoxvilletn.gov

Mailing Address:  
City of Knoxville  
Parks and Recreation Dept  
P O Box 1631  
Knoxville, TN 37901