

## **REQUEST FOR PROPOSALS 2010**

### **The Cedar Trails Partnership Grant Program**

The Cedar Trails Partnership, a non-profit volunteer group advocating the safe and enjoyable use of the Cedar Valley recreational trail system, as identified by the Cedar Valley Trail guide, is inviting applications for financial aid for projects that will further the Partnership's goals.

#### **Eligible Projects**

The Cedar Trails Partnership Grant moneys may be used as matching funds or primary funds for trail projects in Black Hawk and contiguous Counties. Eligible projects include those that will:

- \* expand or improve the recreational trail system
- \* maintain the trails to the highest obtainable standards of safety, beauty and utility
- \* promote the trail system as a recreational resource and a vacation and tourism destination
- \* educate trail users in trail etiquette and safe trail use

Minimum grant: \$500

Maximum grant: \$10,000

Application deadline: January 15, 2010

Announcement of grant awards: March 15, 2010

#### **Recognition Stipulation**

Any project funded partially or in whole by this Cedar Trails Partnership must bear the words "Provided by the Cedar Trails Partnership," or words to that effect. The Partnership shall have final approval of all media releases concerning this grant and of the recognition of this grant as a funding source for the project.

#### **Policies**

The Cedar Trails Partnership Grants will be made periodically with funds generated by the Cedar Trails Festival and other activities. The Partnership gives higher priority to projects that provide long-term benefits to the Cedar Valley recreational trail system and its users. See the attached Project Selection Criteria.

#### **Grant Decisions**

All requests for funds are voted upon by the Board of the Cedar Trails Partnership and awarded through a majority vote of the voting-eligible members present at a regularly scheduled February meeting. Board Members who are employed by or otherwise involved with the applicants shall abstain from the vote, though they may participate in the discussion of the

applications. The Partnership will send written notice to all applicants informing them of the Board's decision.

### **Cedar Trails Partnership Grant Application Guidelines**

#### **I. General Information**

- A. Name of project
- B. Name of organization
- C. Mailing address
- D. Names and qualifications of persons who will administer the grant
- E. Contact person, title and phone number

#### **II. Project Description**

- A. Primary project type (choose one; no priority is assigned to any of these categories):
  - 1. Trail construction or repair
  - 2. Trail enhancement and/or beautification
  - 3. Trail-specific maintenance equipment
  - 4. Trail use promotion
  - 5. Trail safety promotion

**Note:** Planning or study projects, and funding for operational staff costs are not eligible for Cedar Trails Partnership Grants.

- B. Need being addressed and expected benefits.
- C. Specific project plan, including short-term, measurable objectives and long-term goal. For trail enhancement or construction projects, a site plan and/or cross section is required.
- D. Timetable for project.

**IV. Financial Information**

A. Attach copy of project budget including:

	CTP Grant	Other Fund Source	Total Cost
Materials			
Supplies			
Other (specify)			

B. Three bids will be required for purchases of all supplies and materials over \$500 in cost.

C. Whenever possible and fiscally prudent, supplies, materials and services shall be purchased from suppliers and/or vendors with offices in Black Hawk County.

D. Specify amount requested from the Cedar Trails Partnership and desired timing of grant payment.

E. Specify amount requested from all other funding sources.

F. Include the following:

Make check payable to \_\_\_\_\_

**V. Application format (electronic version available at the CTP web site)**

A. Please limit application to 750 words or less.

B. Please supply 5 copies of your application.

C. Mail your application to:

Cedar Trails Partnership  
ATT: Partnership Grant Committee  
6510 Hudson Road  
Cedar Falls, IA 50613

**Cedar Trails Partnership Grant**  
**Project Scoring Criteria**

Applications shall be judged on the basis of the following criteria, though the project's score may not be the only factor considered in the decision:

1. Degree to which the project impacts all trail users (20 points maximum).
2. Degree to which the project impacts the safety of trail users (20 points maximum).
3. Degree to which the project enhances the trail environment (20 points maximum).
4. Degree to which the project uses grant funds to leverage greater public or private investment in the form of services and materials as well as dollars (15 points maximum).
5. Degree to which the project promotes and recognizes the Partnership (10 points maximum).
6. Degree to which the project involves other community groups (10 points maximum).
7. Grantee's future commitment to the project (10 points maximum).
8. Degree to which the project promotes increased trail usage and local tourism (10 points maximum).