

# SOMERSET COUNTY RECREATIONAL GRANT PROGRAM CHECKLIST

The Recreation Grant Program was implemented to provide funding assistance to municipalities for the development of active and passive recreational facilities. Guidelines for the Program, adopted by the Somerset County Board of County Commissioners on January 12, 2021 and amended on December 13, 2021 outline the requirements for the request for funding through the Program. The following checklist outlines the information to be included in the submission of a funding request to be reviewed by the Somerset County Open Space Advisory Committee.

1. \_\_\_\_\_ **Project Narrative** (A brief 1 to 2-page maximum written description of the project and it's benefits as outlined in the Guidelines and summarized below.)
  - a. \_\_\_\_\_ Provide Project timeline.
  - b. \_\_\_\_\_ Indicate matching funds to be provided which could be in the form of municipal capital/open space funds, local, State or federal grants or other improvements or costs associated with the proposed project.
  - c. \_\_\_\_\_ Indicate any consistency with local or County open space/recreation plans and/or interconnections with other local or County open space/recreation initiatives.
  - d. \_\_\_\_\_ Indicate if Project will incorporate economic development and tourism, green infrastructure, and/or energy efficiency and conservation.
  - e. \_\_\_\_\_ Indicate if Project meets a recreational need not already met by a nearby regional recreational facility.
2. \_\_\_\_\_ **Design Plans** (Plans should be prepared by a licensed Engineer/Architect and contain the necessary details to convey the scope of the project.)
3. \_\_\_\_\_ **Project Cost Estimate** (Engineer's cost estimate, bid tabulation or similar is acceptable. All costs for which the agency is seeking funding should be included such as design fees, permitting fees and construction costs.)
4. \_\_\_\_\_ **Governing Body Resolution** (Memorialized resolution authorizing the submission of a funding request to the County.)
5. \_\_\_\_\_ **Land Restriction** (Provide proof that the land on which the proposed project is located is/will be encumbered by NJDEP Green Acres Regulations or otherwise restricted for recreation and conservation purposes.)
6. \_\_\_\_\_ **Permitting Fee Structure** (If fees will be charged for the proposed facility a fee structure shall be submitted indicating resident and non-resident fees.)

Please provide one hard copy of the submission package containing the required information listed above as well as one digital file in pdf format with a size no larger than 10 mb.

Please contact Larisa Paxton, Principal Planner, Preservation at [lpaxton@somersetcountynj.gov](mailto:lpaxton@somersetcountynj.gov) or (908) 231-7509 with any questions pertaining to submission requirements.

February, 2021  
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