



## RECREATION DEVELOPMENT AND ACQUISITION GRANT PROGRAM 2024 GRANT INSTRUCTION SHEET

**Funding for the 2024 Grant Round will be in the following Categories:**

1. Grants of up to \$100,000 will be awarded for Small Recreation Development projects. Grants require a 20% match which may be in-kind. For example:

Project Cost	Maximum Grant Amount	Match
\$125,000 (or more)	\$100,000	\$25,000
\$100,000	\$80,000	\$20,000
\$75,000	\$60,000	\$15,000

2. Grants of up to \$400,000 will be awarded for Large Recreation Development projects. Development Grants require a 20% match which may be in-kind. For example:

Project Cost	Maximum Grant Amount	Match
\$500,000 (or more)	\$400,000	\$100,000
\$400,000	\$320,000	\$80,000
\$300,000	\$240,000	\$60,000

3. Grants of up to \$400,000 will be awarded for Recreation Acquisition projects. Acquisition Grants require a 50% match.

**Application and Grant Award Schedule:**

September 5, 2023, to December 5, 2023	Application Period
December 6, 2023 @ 3pm	Application Deadline
Spring 2024	Anticipated Award Announcement

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

The applicant must be a municipal agency or a Native American Tribe. Municipal agencies may submit applications in partnership with non-municipal entities. For the purposes of this program, school departments do not qualify as a municipal agency.

### ***What recreational facilities are eligible?***

- Generally, the recreational facility should be owned by the municipality. At a minimum, the municipality must have custody of the facility, control the use of the facility, and be responsible for the facility's maintenance and care. Recreational facilities owned and operated by a school department are not eligible unless the custody and control of the facility is granted to the municipality. Copies of the property deeds, leases, restrictions or other appropriate documents must be provided upon request.

### ***Eligible Projects:***

- Recreation Acquisition Projects: Recreation land acquisitions shall require:
  - the purchase of fee simple title to land that will be developed for outdoor recreation purposes; and
  - a master plan for development of the property.
- Recreation Development Projects: Development projects shall be designed to provide public outdoor recreation.

### ***Ineligible Projects: (examples)***

- Recreation Acquisition Projects:
  - Projects to purchase easements, development rights, etc.
  - Projects that would significantly limit public access in the days or times that the facility is available to the public.
- Recreation Development Projects:
  - Projects primarily involving planning without proposing new or expanded recreational resources.
  - Projects that would significantly limit public access in the days or times that the facility is available to the public.
  - Projects that are primarily for normal maintenance and repair of facilities.

### ***What conditions will the property be subject to?***

- The property, as defined in the Project Boundary Map (see Additional Requirements below), must be kept available for public outdoor recreation use in perpetuity.
- DEM Recreation Easements will be required on all Recreation Acquisition project properties.
- Applications are subject to review by the RI Historical Preservation and Heritage Commission and Governor's Commission on Disabilities.
- Projects must comply with all applicable governmental laws, regulations, and permitting requirements.

- Fee Policy: If no fees are charged to city/town residents, then fees cannot be charged to other RI residents. If fees are charged to city/town residents, then fees to non-residents of that city/town cannot be more than twice the city/town resident fee.

**Additional Requirements:**

- Public Participation: Project sponsors shall hold at least one public meeting or hearing with proper public notice not more than 6 months prior to grant submission to ensure the proposed project has been thoroughly vetted and public officials and residents support the project before the application is reviewed. This is required for all project categories regardless of funding levels. Submit the agenda and meeting/hearing minutes demonstrating that the project was presented and discussed at a meeting/hearing of either the City/Town Council, Planning Board, or other similar public meeting. The notice requirement can be met through an advertisement in a local paper and/or posting on the Secretary of State’s website. The meeting can be a special public hearing or a regularly scheduled meeting with the proposed project listed as a separate item on the agenda. The proposed grant submission must be fully presented and discussed with an opportunity for public input. *(Draft minutes are acceptable for the application submittal; however, final approved minutes are required prior to grant award.)*
- Municipal Approval: Project sponsors shall submit documentation authorizing the submission of the grant application and the municipality’s matching contribution such as an official City/Town Council letter, meeting minutes. or a resolution.
- Project Boundary Map: Project sponsors shall provide a Project Boundary Map with the Application that clearly identifies the project area and parcel boundaries.
- Comply with municipal purchasing procedures including competitive bidding and proper advertisement.
- Install suitable signage providing permanent public acknowledgment of financial assistance by the State Bond Funds at the project site.
- Submit Status Reports biannually (every 6 months) and a Final Project Report at project completion.
- Any changes to the Grant Agreement Scope of Work must be pre-approved in writing. Grant award reductions may be necessary for unapproved changes and/or elimination of Scope of Work items.

**How to Apply:**

- There are separate application forms for development and for acquisition projects.
- Download the appropriate application form & budget sheet for either acquisition or development grants from the DEM website at <http://www.dem.ri.gov/programs/planning/grants/index.php> under “Outdoor Recreation Grants”
- Save the forms on your computer and enter the information in the space provided.
- Complete the entire application including questions in Part B: Priority Rating System.
- Be concise and stay within the space provided. If referencing reports and documents available on the internet, provide links to access them instead of copying the full report in the application or as an attachment.
- Email the following as attachments to [lisa.mcgreavy@dem.ri.gov](mailto:lisa.mcgreavy@dem.ri.gov) prior to the application deadline:
  - Application (in Microsoft Word; not pdf format)
  - Budget form (in Excel; not pdf format)

- Project Boundary Map
  - Site Plan showing details of the proposed project (for Development grants only)
  - Master Plan (for Acquisition grants only)
  - Documents demonstrating public participation and municipal approval.
- Application Deadline: **December 6, 2023 at 3:00pm**. Applications received after the filing deadline will not be accepted.

***How the Decision is made:***

- The RI Recreation Resources Review Committee (RRRC) utilizes a Recreation Grant Selection Process included in the Statewide Comprehensive Outdoor Recreation Plan (SCORP). Each application will be evaluated and scored based on the criteria of the Recreation Grant Selection Process which is listed in the application forms.
- Once the applications are scored, the RRRC will forward their recommendations to the Director of the Department of Environmental Management for consideration. The Director shall have the authority to adjust such grant awards, including consideration as to whether one community may be receiving a disproportionate amount of the funds available and so that a reasonable geographic distribution of funds is achieved.

***For more information or assistance, please contact:***

Lisa McGreavy (401-222-4700 ext.2777611) or [lisa.mcgreavy@dem.ri.gov](mailto:lisa.mcgreavy@dem.ri.gov)

*DEM offers several grant opportunities to support land-based conservation and recreation initiatives. For more info on all DEM GreenSpace Grants, see <http://www.dem.ri.gov/programs/planning/grants/index.php>*