

NORTH CAROLINA
PARKS AND RECREATION TRUST FUND (*PARTF*)

2026 Application Guide



NC DEPARTMENT
OF NATURAL AND
CULTURAL RESOURCES

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Parks and Recreation Trust Fund (PARTF)

The Parks and Recreation Trust Fund (PARTF) is funded annually through the N.C. General Assembly. PARTF, pursuant to [G.S. 143B-135.56](#), is authorized to establish a matching grants program for qualified local governmental units for local parks and recreation purposes. Sixty-five percent (65%) for the State Parks System or a State Recreational Forest for capital projects, repairs and renovations of parks facilities, and land acquisition. DuPont State Recreational Forest receives four percent (4%) of these funds. Thirty percent (30%) provides matching funds to local governmental units on a dollar-for-dollar basis for local park and recreation purposes. Five percent (5%) for the Coastal and Estuarine Water Beach Access Program.

Grants shall be awarded by the Parks and Recreation Authority, a nine-member citizen board appointed by the Governor, the President Pro Tempore of the North Carolina Senate, and the Speaker of the North Carolina House of Representatives.

The following factors are used by the Parks and Recreation Authority when selecting local grant awards:

- 1. Scoring System and Description/Justification**
 - a.** Degree of Planning for the Project
 - b.** Level of Public Involvement in Developing/Supporting the Project
 - c.** New Recreation Facilities Provided by the Project
 - d.** Suitability of the Site for Proposed Development
 - e.** Applicant's Commitment to Operate/Maintain the Site
 - f.** Land Acquisition (Significant, Excellent or Average)
- 2. Geographic Distribution.**
- 3. Presence or Absence of Other Funding Sources;**
- 4. Population of the Applicant;**
- 5. Level of Compliance with Prior Grant Agreements;**
- 6. Amount of Funds Available; and**
- 7. Amount of Funds Requested**

PARTF Annual Grant Cycle

October 31, 2025

Announcement

The N.C. Division of Parks and Recreation (DPR) announces the availability of PARTF matching grants to local governments.

November 12, 2026

Opening Webinar

DPR and RRS hosts an opening webinar for the PARTF grant cycle. The recording is available here: bit.ly/partf-grantwebinar

March 13, 2026

Application Review Deadline

Local governments may submit their draft applications to their RRS regional consultant for a technical review to ensure that the application is complete.

May 1, 2026

Application Deadline

Applications must be submitted online in WebGrants by 5 p.m. EST.

August 28, 2026

Selecting Grant Recipients

The Parks and Recreation Authority meets to select grant recipients. The meeting date and location will be announced on the N.C. Division of Parks and Recreation [website](#).

The Division of Parks and Recreation does not discriminate against anyone on the basis of race, sex, color, national origin, age, or disability and is an equal opportunity employer. If anyone feels that he/she has been discriminated against, a complaint may be filed with either DNCR or the Equal Opportunity Office, U.S. Department of the Interior, Washington, D.C. 20240

Program Requirements and Resources

Program Summary

- **Eligible Applicants:** North Carolina counties and incorporated municipalities are eligible to apply. Public authorities, as defined by [GS 159-71](#), are also eligible if they are authorized to acquire land or develop recreational facilities for the general public.
- **Eligible Projects:** PARTF grants can be used to acquire land as well as build or renovate facilities for a public park. A PARTF grant can also be used to protect the natural and scenic resources or renovate older park facilities. The project must be located on a single park site.
- **Maximum Request:** Applicants can request a maximum of \$500,000 with each application. PARTF grant recipients with an active project may not request additional funds to complete the project.
- **Dollar-for-Dollar Match:** An applicant must match the grant at least dollar-for-dollar. The appraised value of land to be donated to the applicant can be used as matching funds. The value of in-kind services, such as the applicant's force account labor or volunteer work, cannot be used as part of the match. The grantee is required to provide all matching funds within the three-year grant period.
- **Site Control:** For development projects, the applicant must have legal control of the park property where the PARTF facilities will be located by the application deadline (May 1, 2026). An applicant must own or have at least a signed 25-year lease or easement for the property where a PARTF facility will be located.
 - › For leased property, the lease should extend at least 25 years from the anticipated project completion date (October 31, 2029).
- **Maintenance and Operation.** Land acquired with PARTF funds must be operated and maintained for public recreation in perpetuity. Development funded through PARTF will be operated and maintained for 25 years from the project completion date for public recreational use.
 - › These facilities are not eligible for additional PARTF assistance during this time.
- **Public Use:** Park areas and recreational facilities must be open and accessible to the public at large with no restrictions such as membership.
- **Application Deadline:** Only information submitted by 5:00 p.m. on May 1, 2026, will be accepted.
 - › Incomplete applications will not be considered. Applications not in "Submitted" status by the application deadline will not be considered.
 - › The PARTF application is ONLY available only in [WebGrants](#). No paper submissions will be accepted.
- **Begin Early:** Applicants are strongly encouraged to begin their online application as soon as possible. Do not wait until May 1 to begin entering your application as technical assistance or IT support will be limited. All required elements must be included within the application. Attachments stored in the organization profile or emailed will not be considered.
 - › Complete the application at least six weeks before the deadline (March 13, 2026) and contact your RRS regional consultant for a review of your application for completeness.
- **Application Checklist** contains the list of documents needed for a complete application.
- **Evaluation of Applications:** The Division evaluates each application. The evaluation includes the PARTF scoring system, an on-site inspection, and a review of the applicant's previous grants.
- **Selecting Recipients:** The Parks and Recreation Authority, a board appointed by the Governor and the General Assembly, selects grant recipients. The factors that the Authority members consider include the following:
 - › the applicant's project description/ justification.
 - › the application's ranking based on the scoring system.
 - › the geographic distribution of funds.
 - › the population of the applicant.
 - › the grant funds the applicant is requesting.
 - › the grant funds available.
 - › the administration of previous grants.

Assistance for Completing the Application

Your PARTF project should be the result of a planning process that reflects the public's preferences. Read the entire application and understand how each application is evaluated. Start early to assemble all items on the checklist for submitting a complete application.

The Division of Parks and Recreation provides technical assistance to local governments through the Recreation Resources Service (RRS) at N.C. State University. Contact your regional consultants to discuss your application or project.

Complete the application at least six weeks before the deadline (March 13, 2026) and contact your [RRS regional consultant](#) for a review of your application for completeness.

If you are planning a greenway project, contact your RRS consultant as soon as possible.

Templates are included in this application guide. Applicants should utilize these templates to ensure their application's eligibility and attach the completed copies where appropriate within the online application.

To Help Plan Facilities for Public Recreation

- **Making Facilities Accessible:** All facilities funded by PARTF must comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Applicants are encouraged to include the costs of access routes to the accessible facilities in the grant application. For design guidelines, go to:
 - › [ADA Standard - index](#)
 - › [About ADA Standards](#)
 - › [Guidelines for Recreation Facilities](#)
- **Playground Safety Guidelines:** PARTF suggests all applicants purchase playground equipment and playground surfacing that meets the latest [American Society for Testing and Materials](#) (ASTM) standards for public playgrounds. PARTF encourages all applicants to adhere to the guidelines established by the U.S. Consumer Product Safety Commission's (CPSC) Handbook for [Public Playground Safety](#) (publication #325) for management and maintenance of playgrounds intended for public use.

Completing the Environmental Review

Contact these agencies as early as possible. Please include any correspondence or information from these agencies in your application in the application supporting documentation section.

- **Wetlands:** The Regulatory Division of the U.S. Army Corps of Engineers can assist in identifying wetlands. Applicants should include a [map from the Wetlands Inventory](#).
- **Floodplains:** <https://fris.nc.gov/> has the most recent Federal Emergency Management Agency (FEMA) floodplain data. The permitting process before construction of facilities will determine the applicable storm water requirements for the project.
- **Cultural Resources:** North Carolina's State Historic Preservation Office can assist in identifying historical and archaeological resources. Applicants should include a map from SHPO's [website](#).

The Division's natural resources staff will review all documentation provided in the application. If awarded, grantee will receive a copy of the environmental review checklist. If an item is marked "Yes" or "Unknown," grantees should contact the agency for a determination before breaking ground.

Sites Funded by the Land and Water Conservation Fund (LWCF)

- Reference this [map of North Carolina's LWCF projects](#) to determine if your proposed project site has previously received LWCF funding.
- If this is an LWCF site, list the LWCF grant number on the Accessible Parks Application portion of the online application.
- Proposed projects at LWCF-funded sites must comply with guidelines set forth by the National Park Service in the [LWCF Manual](#).

Projects on School Property

- **Site Control:** The local government must have site control with a lease or easement.
- **Eligible Facilities:** Only recreational facilities not generally provided at schools are eligible.
- **Joint-Use Agreement:** A local government and a school system must include an executed joint-use agreement with their application. The agreement describes how the school site will be used for public recreation. The agreement must be approved by DPR before the application can be considered. Contact your RRS regional consultant to receive a sample agreement.
- An applicant must own or have at least a signed 25-year lease or easement for the property where a PARTF facility will be located.
 - › For leased property, the lease should extend at least 25 years from the anticipated project completion date (October 31, 2029).

DOT, FERC, and FEMA Permitting for Facilities

- For any project requiring a DOT, FERC, or FEMA permit, DPR strongly recommends that local governments obtain the approved permit before applying. Examples include bridges and dams.

Utility Lines Underground

- All utility lines funded with a grant from PARTF must be placed underground.

Native Plant Policy

- **Native Plant Policy:** the landscaping of all PARTF-funded projects, must only use seeds and plants classified by the U.S. Department of Agriculture as native to the Southeastern United States, including cultivars and varieties thereof that were not bred to have reduced reproductive structures, with a strong preference for plants the U.S. Department of Agriculture has classified as native to North Carolina. The following non-native plants shall be exempted from this requirement:
 - › Non-native plants incorporated as part of a PARTF-funded project that are already existing at the time that the grant is approved;
 - › Non-native turf grass; and
 - › Non-native seeds and plants where the primary purpose is:
 - crop cultivation;
 - scientific research;
 - botanical or historical gardens; or
 - plantings for wildlife.

If You Receive a Grant

- **Signing the Contract:** A grantee signs a contract that describes the project and the conditions for receiving a PARTF grant. This is a legally binding agreement between the local government and the State of North Carolina.
- **Project Costs** submitted in the application will be part of the contract and serve as the budget for the project.
- **Starting the Project:** A grantee must sign a contract before beginning any components of a PARTF project. There is one exception – planning costs incurred prior to the contract.
- **Reimbursements:** PARTF grants are paid as reimbursements of documented expenses. Grantees may submit requests for reimbursement on a quarterly basis. The PARTF program will reimburse grantees for up to 50 percent of their expenditures for the project.
- **Audits and Inspections:** PARTF staff will conduct periodic site inspections of each PARTF project to monitor the progress as well as financial records. All grantees must maintain accounting records for the project that are supported by documentation such as invoices and contracts.
- **Completing the PARTF Project:** A grantee has three years from the date specified in the contract to complete a project.

Definitions

- 1. Recreational Facility:** The following list provides examples of potential projects that will qualify as recreational facilities or areas. This is not an exhaustive list. Recreational programs, such as sports activities, classes, or lessons, are not facilities but should be used in your justification for how accessible parks will impact programming.
 - **Amusement rides:** Systems that move a person through a fixed course within a defined area for the purpose of amusement (i.e.: carousels, trains, and ziplines).
 - **Sports facilities for youth and adults:** Tennis courts, pickleball courts, soccer fields, ball fields, running tracks, volleyball courts and basketball courts.
 - **Boating and fishing:** Includes boating launch/ramps and slips, piers and platforms, docks, gangways, overlooks/ observation facilities, boardwalks, and marinas.
 - **Swimming facilities:** includes swimming pools, spray grounds, wave-making pools, wading pools, spas, and swim beaches.
 - **Shared use paths:** Off-road, recreational routes for a wide range of use and a variety of trip purposes. Some shared use paths are relatively short and connect single destinations such as a neighborhood to a school, park, retail center, or transit station. Some paths are longer and connect multiple destinations along a shared use path system.
 - **Trails:** Includes nature, hiking, biking, and equestrian with a minimum continuous length of 0.25 mile. Trails are considered a recreation facility and required to be in compliance with the law.
 - **Greenways:** Paved, linear open spaces connecting parks or other public areas that are 0.25 mile or longer. See shared use path.
 - **Camping facilities:** Include cabins, group camps, and tent and trailer campgrounds.
 - **Picnic facilities:** Includes picnic shelters, tables, grills, trash receptacles, etc.
 - **Indoor recreational facilities:** Include recreation centers, fitness centers, multi-purpose rooms, art centers, nature centers, weight rooms, aquatic centers, indoor sport courts, gymnasiums, and community centers. One building may include more than one recreational facility. For example, a new recreation center could contain a gymnasium, a weight room, and a multi-purpose room.
 - **Playgrounds/Tot Lots:** One or more areas with multiple play structures for children that are sometimes differentiated by the age of the child.
 - **Miniature Golf:** Includes clubhouse, course, carts, equipment, etc.
 - **Court and lawn games:** One or more areas with equipment for informal games such as horseshoes, bocce, corn hole, and volleyball.
- 2. Support Facility:** Not recreational facilities but have useful impacts for people using and accessing recreation programs and facilities. Support facilities include accessible routes, automatic doors, power-assisted doors, marked crossings, parking lots, parking spaces, ramps, signage, transfer devices, vehicular way, bridges, utilities, sidewalks, drinking fountains, and maintenance buildings.
- 3. Renovations:** Understanding and assuring compliance with ADA requirements for an existing facility should be determined by a general contractor or the completion of an ADA review by an expert to determine the best approach.
- 4. Master Plan for a Park or Greenway System**
 - **Master Plan for a Park:** A long-range plan for a park that includes a site analysis; a description of the community's recreational needs; property acquisition boundaries; and the proposed location of all capital improvements. A master plan document must adequately address all the following items:
 - › **Site analysis:** Describe and evaluate the site's natural, historic, and man-made features. These include items such as topography, soils, vegetation, hydrology, significant natural communities, wetlands, existing structures, and public access.
 - › **Recreational needs:** Identify the recreational opportunities that the public prefers using meetings or a survey.
 - › **Program description:** Identify the main purposes of the park including a description of how the park is to be used by the public.
 - › **Physical needs:** Identify the physical needs of the park site. Include any land the local government will acquire and any capital improvements (buildings, recreation facilities, roads, utilities). All land and capital improvements proposed in the PARTF application must be included in the master plan.

- › **Project costs** for property acquisition and capital improvements, divided into phases if necessary. The cost information can be provided in a separate document that is submitted with the master plan.
- › **Site plans and illustrations** depicting the boundaries of land to be acquired and the location of facilities.
- › **Public Involvement:** Describe how the local government involved a broad range of the citizens in its jurisdiction as the master plan was being developed. Examples include public meetings or advisory committee meetings. This description can also be provided in a separate document that is submitted with the master plan.
- **Master Plan for a Greenway System:** A long-range plan for building a system of natural corridors and trails that will link residents to the outdoors. A greenway system plan must adequately address all the following items:
 - › **Vision, goals and objectives:** The goals and objectives the local government would like the plan to accomplish related to the different uses/benefits of the greenway, especially in-reference-to recreation/fitness/health.
 - › **Inventory existing data and related plans:** The identification and mapping of existing natural resources, man-made features, and linear greenway corridors within the local jurisdiction that might influence the development of the greenway system.
 - › **Analyze data and develop/map proposed Greenway:** review and analysis of all data collected to allow the local government to:
 - Identify potential greenway corridors,
 - Identify hubs/destinations that are either natural resource based or man- made (or a combination of the two) which should be part of the greenway system,
 - Identify important and threatened open space that should be part of the greenway system including ecologically or biologically significant areas or hubs,
 - Identify and discuss greenway development challenges such as floodways, active railroad tracks/crossings, major roadway crossings, etc.
 - › **Mapping:** The result of the above analysis are maps and text to describe the proposed system. The maps should illustrate not only existing greenway system, but also the proposed greenway network envisioned by the local government.
 - › **Action Plan:**
 - A listing of action steps that set priorities
 - Roles and responsibilities in implementing the plan
 - Cost estimates and other resources needed to address action steps
 - › **Public Involvement:** A description of how the local government involved a broad range and representative number of its citizens as the greenway plan was prepared. Examples include surveys, public meetings, focus groups or a combination of these efforts.
 - › The cost information and description of public involvement can be provided in a separate document that is submitted with the greenway plan.

- 5. Comprehensive Systemwide Plan for Parks and Recreation:** a long-term plan that describes how a local government will address the recreational needs of residents in its jurisdiction. A systemwide plan document must adequately address all the following items:
- Produced or substantially revised within the past ten years.
 - A description of the jurisdiction's residents and their preferences for recreational activities and facilities.
 - An evaluation of existing recreational facilities and park land such as local and state parks, school facilities, YMCA's, churches, private sector, etc. to determine if the community's current and future recreational needs are being met.
 - An estimate of the park land to be acquired and the recreational facilities to be developed to address shortfalls in current services.
 - A detailed description of how the local government involved a broad range and representative number of its citizens as the plan was prepared. Examples include a random survey of the citizens; a series of public meetings that would give most citizens an opportunity to participate; a series of focus group meetings that involve the

representatives of the jurisdiction's population; or a combination of these efforts. This description may be provided in a separate document if it is not included in the plan. Please address the number of people who participated and who they represented.

- A local government may use a multi-jurisdictional comprehensive plan, such as a county-wide plan, if the plan satisfies all the above criteria for that local government.

6. Capital Improvement Plan for Park and Recreation: A multi-year plan that lists all the capital expenditures or all park and recreation projects that a local government has approved for funding and scheduled for the near future. The plan is typically a component of the local government's regular budget cycle.

7. Survey of Recreational Needs: A survey of the citizens in the local government's jurisdiction to identify their needs and preferences for recreational opportunities. The local government typically uses the survey as one of the first steps in developing a master plan for a park or a comprehensive park and recreation plan for the entire jurisdiction.

The local government must distribute the questionnaire to a broad and representative sample of its citizens. The questionnaire can be distributed through the mail, e-mail, door-to-door, and by telephone to this representative sample. Self-selected surveys do not provide a random sample, or the number distributed and may not be accepted for scoring purposes. Examples: online surveys or surveys to be picked up at a community center.

The following key elements of the survey must be documented:

1. The survey should be distributed to a sample of citizens that is sufficiently large and varied enough to be representative of the population in the jurisdiction. A random sample of the population is preferred.
2. The number of respondents should be sufficiently large enough to adequately represent the population of the jurisdiction; at a minimum — ten percent of distributed surveys.
3. The questions must be clear and unbiased.
4. The questions should not limit the citizens to choose from a narrow list of recreational opportunities.
5. Copies of the same questionnaire must be distributed to everyone in the sample.
6. The survey should include at least three of the following demographics to ensure a representative population of the jurisdiction: age, gender, education level, race, ethnicity, household income or household size.
7. The survey must have been conducted within the past ten years.
8. The survey must be conducted and results received before the local government begins planning the PARTF project.

Checklist to Submit a Complete Application

Required Application Elements

Use the (file name) shown when attaching a file in WebGrants.

1. Application Information

- a. Project Contact Information
- b. Project Information
- c. Certification and Approval by Local Governing Board (Board Certification)
- d. Project Description and Justification

2. Site Information

- a. Facilities List(s)
- b. Site Plan
- c. Site Control – must attach Attorney’s Certification of Site Control (Site Control Certification)
- d. Site Operations and Maintenance
- e. Suitability of Site for Proposed Project
- f. First Park (if applicable)
- g. Land Acquisition (if applicable)

3. Environmental Review

4. Project Costs

- a. Project Costs
- b. Contingency and Planning Costs
- c. Source of Matching Funds

Documents for the Scoring System

5. Planning

- a. Master Plan (Master Plan)
- b. Comprehensive Systemwide Plan for Parks and Recreation (Comp Plan)
- c. Capital Improvement Plan

6. Public Involvement

- a. Recreational Needs Survey (Rec Survey)
- b. Group Presentations (Group Presentations)
- c. Support from Parks and Recreation Board (P&R Board)
- d. Public Meeting (Public Meeting)

7. WNC Prioritization

Application Attachments

Required Attachment

8. Applicant’s Scoring System (Applicant Self-Scoring)

Optional Attachments

9. Community Letters of Support (Letter of Support)

10. Other

Beginning Your Application in WebGrants - General Information

To start a new application for this opportunity, Click the “Start New Application” button to start a new application. If the “Copy Existing Application” button appears, you may copy data from an existing application.

Enter your application title first. We recommend your application title include the park or trail name.

If multiple people in your organization will be working on the application, the individual originating the application must add additional contacts in the application general information.

Application - General Information

Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 2262

Program Area*: PARTF - Parks and Recreation Trust Fund

Funding Opportunity*: 2164-Parks and Recreation Trust Fund Grant (PARTF) - 2025-2026

Application Stage*: Final Application

Application Status*: Editing

Application Title*:

Applicant*: Test Tester

Organization*: North Carolina Division of Parks and Recreation

Select any additional contacts within your organization that will also manage this grant. Include all contacts that will need access to claims and status reports if this project is awarded.

Additional Contacts:

Individuals must be associated with your organization to be added to the application. If an external consultant is editing or completing your application, please contact your RRS consultant to request the selected individuals be added to your organization.

Application Section

Project Contact Information Form

The Project Contact Information section includes the contact information for the local government grant contact, the local government manager, and the chief elected official.

The local government grant contact must be an employee of the sponsoring government. If awarded, all communication regarding the grant contract and grant milestones will be sent to this individual.

Project Information Form

This section should include the name of your project, which if awarded, will become the name of the grant.

For the project name, please use the name of the park, current or anticipated, as this will be used in public records, press releases, etc.

Please provide the project address as well as the latitude and longitude.

If your project is an LWCF-funded park, please list the grant number. Proposed projects at LWCF-funded sites must comply with guidelines set forth by the National Park Service in the [LWCF Manual](#). It is the applicant's responsibility to ensure they are compliant with any LWCF requirements in their PARTF request.

Certification and Approval by Local Governing Board

The chief elected official must sign the application certification and approval. This certification provides that the information contained in the attached application is true and correct and the required one dollar of matching funds for one dollar of grant funds will be available within three years of submitting the application.

Applications must include this certification to be eligible for consideration. Applicants are encouraged to use the template provided in Appendix III to ensure eligibility.

Project Description

Describe your project in 3-5 sentences. Be concise and discerning, including number of acres to be acquired and/or recreation facilities added or renovated. This description could be published and/or used publicly.

Project Justification

Explain why the project is needed and how it will impact your community. Be concise and discerning with information, covering key components and background, if needed. Narratives are limited in length.

Site Information Section

List of Facilities

Applicants should list the facilities provided in this project here. Click on 'Add Entry' for each facility you wish to add. Select the type of facility from the dropdown: New, Like, Renovated, or Support. In the text box, enter the facility and the number provided in parenthesis, as shown below:

Type of Facility	Facility
New Facility	Playground (1)
New Facility	Multi-Use Trail (3200LFT)
Like Facility	Picnic Shelter (2)
Renovated Facility	Pickleball Court (2 courts)
Support Facility	Restroom (1)
Support Facility	Parking (40 spaces)

To remove a project element, choose the specific element you would like to remove and click on 'Remove Row'.

Recreational facilities can be new facilities, like facilities (adding a second or similar facility to something already on site), or renovated facilities. Please review the definitions for examples of recreational facilities.

Renovation is defined as the extensive reconstruction of a facility to restore or improve its usefulness to its original purpose. A renovation project will not be awarded points under the scoring system if the facility's deterioration is due to inadequate maintenance during its reasonable lifetime. Renovating a recreational or non-recreational facility for a new recreation use would apply to new and/or like recreational facilities.

Support facilities are also eligible. Support facilities are not recreational facilities: Support facilities include parking lots, roads, lighting, bleachers, restrooms, concession buildings, fencing, landscaping, site preparation, bridges, utilities, sidewalks, stairways, drinking fountains, and maintenance buildings.

Recreational programs, such as sports activities, classes, or lessons, are not facilities.

Site Plan

Attach a one-page color-coded site plan to the online application.

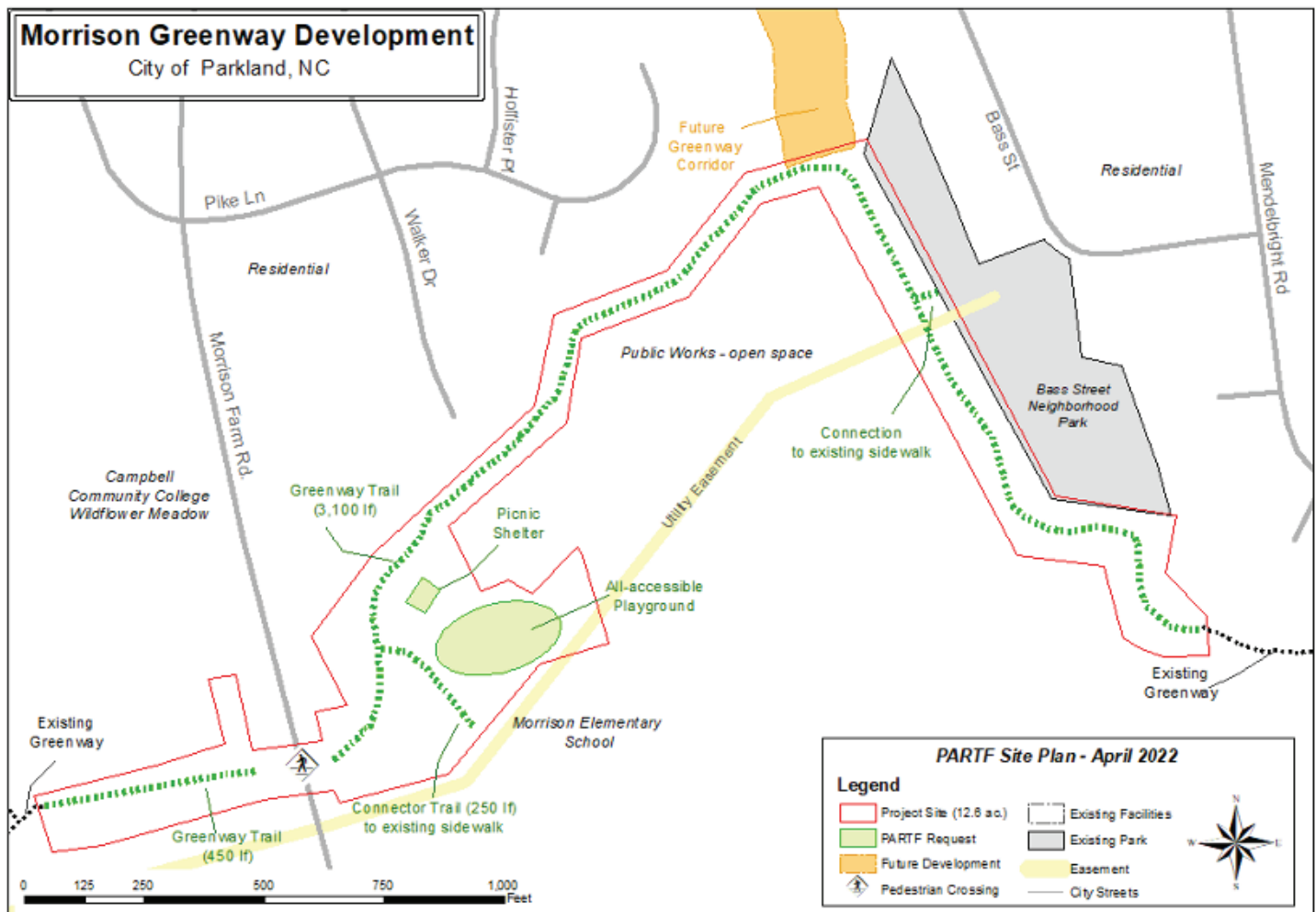
Use the examples on the following pages as a guide. Include the items and color coding listed below. Use either 8½"x11" or 11"x17" paper using landscape orientation if possible. Attach a floor plan in the field provided if your project includes a community center or similar large building to be used for recreation. Do not include floor plans for picnic shelters or restroom buildings. Include the following items and color-codes on the site plan:

- Title: Name of project and applicant
- Acreage
- Elements of the proposed project: light green. Include trail amenities and trail connections.
- Known streams, lakes, and wetlands
- Park boundaries: red for existing boundaries
- Existing facilities: white
- Future facilities: orange
- Utility easements (power, sewer, and water lines): yellow
- Entrance and access roads to the site
- Names of adjacent roads
- Uses of adjacent property
- Legend showing color coding
- North arrow
- Date the map was prepared
- Scale

Example site plan of a non-linear park



Example site plan of a linear park



Attorney's Certification of Site Control

An attorney should review the Site Plan for the project. An attorney must certify that the local government has control of the entire site of a proposed development project for providing public recreation by May 1, 2026. The project must be located on a single contiguous site.

Please contact your regional consultant about linear parks and greenways.

For leased property, the lease should extend at least 25 years from the anticipated project completion date (October 31, 2029).

If there are any limitations, conditions, or encumbrances that would impact the local government's ability to complete the project in a timely manner and/ or provide for public recreational use for at least 25 years, documentation describing these conditions must be attached to the application.

Important: The application can be declared ineligible without this certification. Please use the template provided in Appendix III.

Site Operation and Maintenance

Land acquired with PARTF funds must be operated and maintained for public recreation in perpetuity. Development funded through PARTF will be operated and maintained for 25 years from the project completion date for public recreational use. These facilities are not eligible for additional PARTF assistance during this time.

A renovation project will not be awarded points under the scoring system if the facility's deterioration is due to inadequate maintenance during its reasonable lifetime.

Applicants should select the option that best describes their organization and include the name of the organization in the space provided:

- The applicant has a full-time parks and recreation department that will manage the project site to provide programming and ensure adequate operation and maintenance.
- The applicant has a full-time staff, such as public works, who will manage the project site and ensure adequate operation and maintenance.
- The applicant will manage the project site with part-time staff or by contractual agreement to ensure adequate operation and maintenance.
- An organized volunteer group, such as a civic group or youth sports association will operate and maintain the site.

If the applicant is not going to operate the site with full-time staff, please describe how and when the site will be open to the public in the space provided.

Suitability of Site for Proposed Project

Applicants should describe the proposed project site suitability, addressing the following 5 statements.

- The site is suited for the proposed development with minimal adverse impact to the environment.
- The location of the site enhances the park and the public's access to the park.
- The site is enhanced by adjacent property use.
- The proposed site is large enough to adequately accommodate the proposed development. The proposed project will require minimal site preparation considering the geographic region where it is located.
- The site is free of restrictive easements, overhead powerlines, or other intrusions.

An onsite inspection will be conducted by the RRS consultant in advance of award selection.

Land Acquisition

The following requirements apply to land to be acquired by fee simple title, donation, or easement. Items to Submit with the Application:

- List of properties to be acquired
- Estimated value of the property according to an appraisal or the county property tax value
- Legal description of the land and conceptual site plan
- Five-year history of ownership (donated land only)

Dedicated for Public Recreation: Property acquired fee simple via purchase with a grant from PARTF must have the following clause in the deed –

“This property was acquired with State financial assistance from the N.C. Parks and Recreation Trust Fund, and pursuant to 07 NCAC 13K .0109 and a contractual requirement with the Fund, this Property shall in perpetuity (1) be used for, and only for, local park and recreation purposes for the use and benefit of the general public and (2) not be converted to uses that are other than public recreation (whether by sale, transfer, or in any other manner) without first obtaining approval from N.C. Department of Natural and Cultural Resources (NCDNCR) or its successor agency in accordance with the applicable rules.”

Donated property or easements acquired with a PARTF project will require a similar clause.

When to Take Title to Land: Grant recipients must sign a contract with the State before accepting title to land that will be acquired as part of a PARTF grant, either by purchase or donation.

Is It Urgent? Request a Waiver

If necessary, a local government can request permission to acquire land before receiving a grant. This request must be submitted and approved prior to acquiring land. DPR staff will consider a written request that identifies the proposed site and explains why the property must be acquired early due to factors beyond its control.

In addition, the local government acknowledges that the waiver does not indicate any preferential treatment in grant selection.

If approved, a waiver is in effect for 24 months. The applicant needs to submit a PARTF application to acquire the land before the waiver expires; prior to application deadline if necessary.

Applying for Land Acquisition with a Waiver:

- On the Project Costs form, include the property acquired and its value.
- On the Site Plan, include the property and color-code it green as part of the PARTF project. Indicate future development in orange.
- In the Project Description and Project Justification, do not include any reference to the waiver. Like other land acquisition, describe the land to be acquired, its significance, and why it should be acquired.
- The applicant is strongly encouraged to complete a USPAP appraisal prior to closing.
- Please discuss with your RRS consultant the requirements for reimbursements, prior to closing on the property that involved a waiver.

Land Acquisition Only Projects: A local government with land acquisition only projects must provide recreational facilities within five years. Applicants must submit a conceptual site plan to show the proposed development.

Donated Land: A local government can use the appraised value of donated land as its matching funds for the grant.

Requirements for land donations include:

- The donor of the land must be a private organization or individual.
- The applicant must provide a five-year history of ownership for the property.
- Land that is transferred to the applicant due to a statute or rule is not considered a donation.

Bargain Sale: If a landowner agrees to sell property for less than the appraised value, the amount of the donation is the difference between the appraised value and the amount paid by the applicant. For projects involving bargain sales, applicants are encouraged to contact their regional consultant. All the requirements for acquiring land by fee simple title also apply to acquiring land by donation or bargain sale.

Property Values and Appraisals: When submitting a PARTF application, local governments can use an appraisal completed using the [Universal Standard of Professional Appraisal Practices](#) (USPAP) or the assessed property tax value for land to be acquired. PARTF grant recipients will be required to submit a USPAP appraisal. This includes property acquired prior to the application deadline using a PARTF waiver.

Accurate appraisals are important. Tax values are generally not as accurate or current as appraisals. If a local government underestimates a property's value for the PARTF application, it will need to cover the higher purchase price with local funds. A licensed appraiser must certify that each appraisal is completed using USPAP standards.

For property with a value more than, \$750,000 two appraisals will be required if the grant is approved. The State Property Office will review the appraisals and determine the value of the property.

Complete the “List of Properties to be Acquired” to identify each parcel of land proposed for acquisition. Include the estimated value and proposed purchase price for each parcel.

Are there existing capital improvements located on the property? If so, only those improvements that will be used for public park purposes can be included in the cost of the property to be reimbursed with a PARTF grant. Identify the value of each of these improvements and describe how they will be used for the proposed park.

Legal Description of Property to be Acquired

Applicants proposing to acquire property with a PARTF grant are required to submit a legal description of the property. Legal descriptions include surveys, plat maps, tax maps or other maps that include metes and bounds. Legal descriptions are needed for all parcels included on the List of Properties to be Acquired. In addition to the legal description, applicants with acquisition-only projects must submit a conceptual plan showing the property to be acquired and future development for public recreation. Instructions for the conceptual plan are combined with the Site Plan instructions. Include the following items:

- Project name, acreage, north arrow, scale, date prepared
- Metes and bounds of the property
- Any easements or restrictions on the public use of the property
- Owner and/or uses of adjacent property
- Significant reference points such as state plane coordinates, benchmarks, iron stakes, major streets, highway, or other landmarks
- Deed book number, page number, and date recorded

Project Budget

- **Project costs** submitted in the application will become the grant's budget. List all proposed project elements and the estimated cost of each element. All elements included in the project costs must be shown on the site plan, except for grading, utilities, planning, and similar items. Round costs to the dollar. Consider the impact of inflation. Construction may be delayed as permitting and planning are completed. Construction costs can increase in the interim.
- **Accurate Cost Figures are Important:** If the actual costs are more than those listed in the application, the local government will need to cover the increased costs.
- **How to be More Accurate:** Get cost figures from contractors, landscape architects, or planners who develop parks and recreational facilities.
- **Be Specific:** Include specific units (sizes, numbers, lengths, etc.) for each element in the project costs. Include dimensions or square footage of all indoor or sheltered facilities. Also, include utilities and other infrastructure.
- **ADA Accessible Routes:** Be sure to include accessible routes and ADA signs in your project costs.
- **Ineligible Items:** Sports equipment (balls, bats etc.), tools, maintenance equipment, office equipment and indoor furniture are not eligible. All items must be permanently secured. Exception: items that are typically portable, such as soccer goals, picnic tables and bleachers, must remain at the project site.
- Project costs are used to generate the contract scope, and only elements included in the project scope are eligible for reimbursement.
- Consider how you will track expenses to each line item as you prepare your project budget. Each line item in the budget requires separate reconciliation in reimbursement submissions. Each line item in the budget requires separate reconciliation in reimbursement submissions. Ex:
 - Playground (Pour in place surfacing, installation, freight)
 - Site Amenities (trash receptacles, benches)

Project Costs – Sample

Applicant: Town of Parkland

Project Name: Green Park Redevelopment

Project Elements (Include specific units — sizes, numbers, lengths, etc. — for each item.)	Unit	Unit Cost	Total Item Cost
Building and/or Renovating Costs			
Picnic shelter (2 grills, 4 tables, and 2 trash receptacles) and restroom renovation – 20 x 30 feet	Lump Sum	\$147,000	\$147,000
Playground (play structure and accessible surfacing)	Lump Sum	\$80,200	\$80,200
Walking trail - 6 feet wide, trail with 1 bench	1,500 linear ft.	\$32 / linear foot	\$48,000
Ballfield with irrigation, dugouts, fencing and benches	Lump Sum	\$239,000	\$239,000
Accessible routes (paved, 6 feet wide)	400 linear ft.	\$45 / linear foot	\$18,000
Parking lot – paved for 45 cars	Lump Sum	\$72,800	\$72,800
Site preparation (clearing, grading, and erosion control)	4 acres	\$23,750	\$95,000
Utilities	Lump Sum	\$40,000	\$40,000
Cost to Build or Renovate:			\$740,000
Contingency for the Cost of Building / Renovating			
Contingency (not to exceed 5% or \$50,000 of the cost to build, whichever is less)	5%		\$37,000
Land Value (indicate purchase or donation)			
Land Acquisition <input type="checkbox"/> Purchase <input checked="" type="checkbox"/> Donation	5 acres	\$14,600	\$73,000
Planning and Incidental Land Acquisition Costs			
Construction management, site planning, preliminary design, survey and appraisals, or the cost of preparing the application (not to exceed 20% or \$200,000 of the cost of the project, whichever is less)	8%	\$74,000	\$74,000
Total Project Cost:			\$924,000
Total PARTF Grant Request:			\$400,000
Total Local Match:			\$524,000

Project Costs - WebGrants Screenshot of Sample Budget

Project Costs to Build or Renovate - Current Version

PARTF Grant Request cannot exceed \$500,000. Local Match must equal remaining project cost.

Project costs submitted in the application will become the grant's budget. All elements included in project costs must be shown on the site plan, except grading, utilities, planning, and contingency. **Round costs to the nearest dollar.**

Project Costs (Building and/or Renovating Costs) - Multi-List + Add Entry

Project Element - Include specific units - sizes, numbers, lengths, etc. - for each item.
Click on 'Add Entry' for each new project element you wish to add.
To remove a project element, choose the specific element you would like to remove and click on 'Remove Row'.

Ineligible project costs will be removed by the Division staff during the application scoring process, which could impact the grant request. Be sure to reference the application guide when creating the budget to avoid including ineligible expenses.

Round costs to the nearest dollar.

Project Element	Unit	Unit Cost	Total Item Cost
Picnic shelter (2 grills, 4 tables, 2 trash receptacles) and restroom renovation	Lump sum	\$147,000.00	\$147,000.00
Playground (play structure and accessible surfacing)	Lump sum	\$80,200.00	\$80,200.00
Walking trail (6-foot wide, 1 bench)	1500 LF	\$32.00	\$48,000.00
Ball field with irrigation, dugouts, fencing, and benches	Lump sum	\$239,000.00	\$239,000.00
Accessible routes (paved, 6-foot wide)	400 LF	\$45.00	\$18,000.00
Parking lot (paved, 45 cars)	Lump sum	\$72,800.00	\$72,800.00
Site preparation	4 acres	\$23,750.00	\$95,000.00
Utilities	Lump sum	\$40,000.00	\$40,000.00
			\$740,000.00

Acquisition, Planning, and Contingency Edit Form

Be sure to verify the contingency and planning costs do not exceed the allowable amounts. Contingency should 5% of the costs to build or renovate listed in the Project Costs table above or \$50,000, whichever is less. Planning should be 20% of the costs to build or renovate listed in the Project Costs table above or \$200,000, whichever is less.

Planning & contingency costs will be adjusted by the Division staff during the application scoring process if either exceeds the allowable amount, which could impact the grant request.

Land Acquisition (if applicable) Indicate Purchase or Donation:	Donation (if project includes acquisition)
Land Value:	\$73,000.00
Contingency for the Cost of Building/Renovating Contingency (not to exceed 5% of the costs to build or renovate listed in the Project Costs table above or \$50,000 - whichever is less)	
Contingency*:	\$37,000.00
Does the contingency cost equal 5% of the costs to build or renovate listed in the Project Costs table above or \$50,000, whichever is less? *	Yes
Planning and Incidental Land Acquisition Costs Construction management, site planning, preliminary design, survey and appraisals, or the cost of preparing the application (not to exceed 20% of the cost of the project or \$200,000 - whichever is less)	
Planning Costs*:	\$74,000.00
Does the planning cost equal 20% of the costs to build or renovate listed in the Project Costs table above or \$200,000, whichever is less? *	Yes

Source of Matching Funds - Multi-List + Add Entry

Name/Description of Funding (Include Type of Funding and Source)	Amount	Availability of Funding
Recreation Fund (cash)	\$524,000.00	In hand
	\$524,000.00	

Budget Summary Edit Form

Total Project Cost:	\$924,000.00
Total Local Match:	\$524,000.00
Total PARTF Grant Request:	\$0.00 May not exceed \$500,000

Planning Costs

- For projects to build or renovate facilities, the following costs are eligible: architectural and engineering fees, site plans, design and construction drawings, construction management, and preparing project costs. Park master plans, system-wide plans, and ADA transition plans are not eligible for reimbursement.
 - › **Eligible Planning Costs:** These costs are eligible if they are incurred after May 1, 2024 (two years before the application deadline) and before the end date for the PARTF contract. Include these costs in the Project Costs for the project and keep copies of the invoices to submit for reimbursement.
- **Limit on Planning Costs:** The sum of planning costs and the cost of preparing an application cannot exceed 20 percent of the total cost of the project or \$200,000, whichever is less. Applications that exceed 20%, or \$200,000, whichever is less, will be adjusted by the Division during the application review, and the grant request and match will be adjusted accordingly.
- **Eligible Planning Costs:** These costs are eligible if they are incurred after May 1, 2024 (two years before the application deadline) and before the end date for the PARTF contract. Include these costs in the Project Costs for the project and keep copies of the invoices to submit for reimbursement.

Contingency

- A contingency of five percent of the total cost to build or renovate a project (up to \$50,000, whichever is less) may be included. Applications that exceeds 5%, or \$50,000, whichever is less, will be adjusted by the Division during the application review, and the grant request and match will be adjusted accordingly.

Source of Matching Funds

Applicants must provide the matching funds during the three-year project period.

Applicants should provide the amount of match, the source of match, and the availability of the funds, and all matches should be listed separately.

The grant request + the total matching funds MUST equal the total project costs.

Western N.C. Prioritization

Per S.L. 25-26, for the 2025-2026 fiscal year, the Parks and Recreation Trust Fund must prioritize applicants from counties that (i) were designated, in whole or in part, by the [United States Department of Housing and Urban Development](#) (HUD) as the most impacted and distressed counties from Hurricane Helene and (ii) have a population of 300,000 or fewer based upon the [2023 Certified County Population Estimates](#) from the State Demographer.

To seek this prioritization, applicants must attest that (i) the application for funds is for repair, replacement, or construction of equipment, buildings, or natural features due to damage or effects from Hurricane Helene, including capacity-building, and (ii) the amount of funds requested is the amount of unmet need above the amount paid by insurance and available federal aid.

For applicants choosing to utilize this prioritization, there will an additional 10 points available in the scoring system.

APPENDIX 1: Recreation Resources Services (RRS) Consultants

Recreation Resources Service is a technical assistance program jointly administered by the Division and North Carolina State University's Department of Parks, Recreation, and Tourism Management. With its team of consultants, RRS regularly helps local governments submit grant proposals and follows through with project inspections, application processing, conversion issues, and closeout processing. Technical assistance also includes assistance with the establishment of new parks and recreation departments; organization and training for new parks and recreation advisory boards; benefits-based programming; playground safety; Job Service Bulletins; grants; and workshops.

Your RRS consultant is your first point of contact for grant application support, project questions, and if awarded, grant management support.

[Find your RRS Consultant](https://go.ncsu.edu/rrs)

go.ncsu.edu/rrs



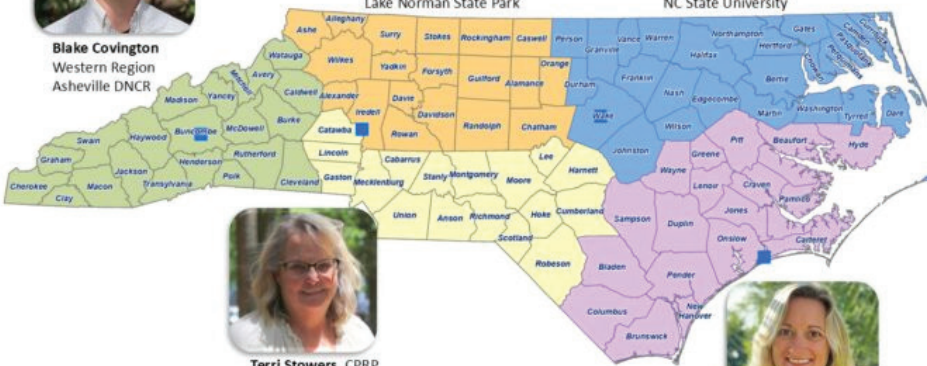
Blake Covington
Western Region
Asheville DNCR



Trey Fouché
Central North Region
Lake Norman State Park



Scott Payne
Northeast Region
NC State University



Terri Stowers, CPRP
Central South Region
Lake Norman State Park



Brittany Shipp, CPRP
Southeast Region
Hammocks Beach State Park

Meet The  Team



Statewide Team Support



Charlynn Smith, Ph.D.
RRS Director
NC State University



Holly Henry
University Program Associate
NC State University



Alex Godette
Outreach Consultant
Lake Norman State Park



Krista White
Graduate Research Assistant
NC State University

APPENDIX II: PARTF Scoring System for Grants

The members of the N.C. Parks and Recreation Authority use the PARTF scoring system as one of several tools to select grant recipients. Please provide all the information requested for each item. Before beginning, refer to the “Definitions” section describing the requirements for planning and public involvement documents. A team of PARTF staff and regional consultants will evaluate each application based on the scoring system and make the final decision about the applicant’s score.

Preparing an application for a PARTF grant is more than simply completing the application form. Creating a proposal for a high-quality park and recreation project requires adequate time to collect public input, review the results, and then plan for the project. You should also allow time to prepare the support documents that are vital in the evaluation of your application. The planning and public involvement process has many benefits including:

- New recreational opportunities can be based on community preferences.
- New parks can be located to respond to current deficiencies and future demands.
- Recreational facilities can be built to meet the expectations of park visitors and minimize harm to the environment.
- PARTF funds can be used more efficiently.

Applicants must complete a self-scoring system and attach it to the online application.

PARTF Scoring System for Grants

Applicant: _____ Project Name: _____

A. Planning: (20 possible points)

1. Master plan for a park and/or greenway system (10 points)

- This item does not apply for applications proposing only land acquisition
- Please refer to the definitions for the required components of the plan
 - a. ☐ The applicant has a master plan created or revised within the past five years for the project site and the project conforms to the plan.

Date the plan was produced: _____ (9 points)

OR

- b. ☐ The applicant has a master plan created or revised within the past six years to ten years for the project site and the project conforms to the plan.

Date the plan was produced: _____ (4 points)

- c. ☐ The local governing board has adopted the master plan.

Date the plan was adopted: _____ (1 point)

Documentation Required

1. A park master plan or greenway system plan.
2. A local governing board’s meeting minutes or resolution as documentation of the adoption.
3. List the page number(s) where the project is referenced in the plan in the online application.

2. Comprehensive systemwide parks and recreation plan for the local government’s jurisdiction (7 points) Please refer to the definitions for the required components of the plan

- a. ☐ The applicant has a Comprehensive Systemwide Parks and Recreation Plan and the project conforms to the plan.

Date the plan was produced: _____ (6 points)

- b. ☐ The local governing board has adopted the systemwide plan.

Date the plan was adopted: _____ (1 point)

Documentation Required

1. A comprehensive systemwide parks and recreation plan produced or revised in the past 10 years.
2. A local governing board's meeting minutes or resolution as documentation of the official adoption.
3. List the page number(s) where the project is referenced in the plan in the online application.

3. Capital improvement plan for parks and recreation (3 points) Please refer to the definitions for the required components of the plan

- ☐ The applicant has a capital improvement plan for parks and recreation and the project is identified in the plan.

Date the plan was adopted (required): _____ (3 points)

Documentation Required

1. A capital improvement plan.
2. A local governing board's meeting minutes or resolution as documentation of their adoption as a part of the local government's budget process.
3. List the page number(s) where the project is referenced in the plan in the online application.

B. Level of public involvement in developing and supporting the project: (15 possible points)

1. Public meetings (5 points):

- ☐ The applicant conducted a public meeting(s) *exclusively* for discussing the PARTF grant project and obtaining comments within the past 24 months. The public supported the project.

Date of the meeting(s): _____

Documentation Required

1. A document describing the means used to widely advertise the meeting, such as newspaper advertisements, Facebook, websites, and community announcements. Widely advertised means advertised through more than one source.
2. The minutes, including the discussion of the project, who was present and public comments.

2. Recreational needs survey (5 points):

- ☐ The results of a survey to determine the recreational needs in the applicant's jurisdiction show that the citizens support the project.
- The survey must be conducted during the past ten years
 - Please refer to the definitions for the required components of the survey

Documentation Required

1. The following information about the survey
 - Copy of the questionnaire
 - Results of the survey
 - Describe how the survey was distributed.
 - Give the date(s) of distribution and the number of surveys distributed.
 - Provide the number of respondents and demographic information that they are representative of the local government's jurisdiction.
 - Describe how the results of the survey show that the citizens support the project.

Note: To receive points for the survey, the following must be demonstrated in the provided documentation:

- The number of respondents should be sufficiently large enough to adequately represent the population of the jurisdiction.
- The results should include at least three of the following demographics (age, gender, education level, race, ethnicity, household income or household size) to ensure that they are representative of the population in the jurisdiction.

3. Support from civic groups (3 points):

- ☐ The applicant presented the PARTF grant project to two or more local groups and received support for the project within the last 24 months. (Examples: civic groups, neighborhood associations, youth organizations, non-governmental advisory boards, etc.)

List the organizations and the date of the presentations:

Documentation Required

1. The agenda and/or correspondence or other documentation from the groups that confirm the meeting dates and the presentations given by the applicant.
2. The documentation must demonstrate the project was supported by the group to receive points.

Note: Letters expressing support for the project do not count as presentations.

4. Support from a parks and recreation board (2 points):

- ☐ The applicant presented the PARTF Grant project to the parks and recreation advisory board or a similarly appointed, non-elected group, and received a motion of support for the project within the last 24 months.

Date of the meeting(s): _____

Documentation Required:

1. The minutes from the meeting that include support for the project.

C. Public recreational facilities provided by the project: (45 possible points) Not applicable to land acquisition only projects.

1. The local government will be building its first public park on property that it owns. (20 points)

- ☐ Yes ☐ No

2. New, like, or renovated facilities to be provided: (30 points)

A maximum of 30 total points will be awarded for the sum of 2a, 2b and 2c.

a. The project will provide (check one):

- ☐ 3 or more types of new recreational facilities (20 points)
☐ 2 types of new recreational facilities (15 points)
☐ 1 type of new recreational facility (10 points)

List the new types of recreational facilities:

b. The project will add recreational facilities at the park that are like the facilities that exist at the park. The project will add (check one):

- ☐ 3 or more types of recreational facilities (12 points)
☐ 2 types of recreational facilities (8 points)
☐ 1 type of recreational facility (4 points)

List the types of recreational facilities:

c. The project will provide major renovation of (check one):

- ☐ 3 or more types of recreational facilities (8 points)
☐ 2 types of recreational facilities (6 points)
☐ 1 type of recreational facility (4 points)

List the recreational facilities to be renovated and why each renovation is needed:

- 3. The project will provide a trail or greenway (¼ mile or longer) that links to existing recreation area(s), school(s), downtown businesses, and/or communities located outside of the park. (5 points)**

☐ Yes ☐ No

Site plan must show trail linkage. Identify by name and location the existing trail and areas to be linked by the proposed trail:

D. The Suitability of the Site for the Proposed Project. (5 possible points) Explanations are needed below to be considered for each point.

1. ☐ The site is suited for the proposed development with minimal adverse impact to the environment. (1 point)
2. ☐ The location of the site enhances the park and the public's access to the park. (1 point)
3. ☐ The site is enhanced by the adjacent property uses. (1 point)
4. ☐ The proposed site is large enough to adequately accommodate the proposed development. The proposed project will require minimal site preparation considering the geographic region where it is located. (1 point)
5. ☐ The site is free of restrictive easements, overhead powerlines, or other intrusions (1 point):
☐ Yes ☐ No*

E. The applicant's commitment to operating and maintaining the project. (15 possible points)

1. ☐ The applicant has a full-time parks and recreation department that will manage the project site to provide programming and to ensure adequate operation and maintenance. (15 points)
2. ☐ The applicant has a full-time staff, such as a public works, who will manage the project site to ensure adequate operation and maintenance. (8 points)
3. ☐ The applicant will manage the project site with part-time staff or by contractual agreement to ensure adequate operation and maintenance. (4 points)
4. ☐ An organized volunteer group, such as a civic group or youth sports association will operate and maintain the site. (2 points)

Provide the name of the organization that will operate and maintain the site:

D. Land Acquisition (15 possible points) Does not apply for applications proposing development only.

1. ☐ If not purchased at this time, a significant natural, cultural, recreational, scenic, or highly threatened resource will be used for other purposes. (15 points)
2. ☐ The site is an excellent natural and/or recreational resource. (10 points)
3. ☐ The site is an average natural and/or recreational resource. (5 points)

What is the specific significant resource?

What is the specific potential threat?

E. WNC Prioritization (10 possible points)

County designated by HUD as most impacted and distressed: _____

County Population per 2023 State Demographer Report: _____

- ☐ Applicant attests that (i) the application for funds is for repair, replacement, or construction of equipment, buildings, or natural features due to damage or effects from Hurricane Helene, including capacity-building, and (ii) the amount of funds requested is the amount of unmet need above the amount paid by insurance and available federal aid.

APPENDIX III: GRANT APPLICATION TEMPLATES

Certification and Approval by Local Governing Board

I hereby certify the information contained in the attached application is true and correct and the required one dollar of matching funds for one dollar of grant funds will be available within three years of submitting the application. This application has been approved by the local governing board.

Chief Elected Official
(Print or Type Name and Title)

Signature

If two local governments are applying together, this form must be completed and signed by each local government. One applicant must be identified by adding primary sponsor in the Local Government Name section.

Attorney's Certification of Site Control

Local Government: _____ Project Name: _____

Instructions: Review the Site Plan for the project. An attorney must certify that the local government has control of the entire site of a proposed development project for providing public recreation by May 1, 2026. Please contact your regional consultant about linear parks and greenways.

Important: The application can be declared ineligible without this certification.

1. Type of Site Control: Indicate the type(s) of control the applicant has for the project site.

Type of Control – Check all that apply

☐ Fee Simple Title

☐ Entire site

☐ Portion of site

☐ Lease (25 years or longer)

☐ Entire site

☐ Portion of site

☐ Easement

☐ Entire site

☐ Portion of site

2. Limitations, Conditions or Encumbrances:

☐ No limitations, conditions, or encumbrances

☐ Limitations, conditions, or encumbrances

Attach additional pages describing any conditions or limitations in current or proposed leases, easements or use agreements. Include restrictions on the local government's use of the site or the rights to be reserved by the landowner that may impact the local government's ability to complete the project in a timely manner and/ or provide for public recreational use for at least 25 years. Attach additional pages if needed.

3. Attorney's Certification

I have reviewed the site of the proposed project identified on this page and certify that the information provided above is accurate to the best of my knowledge. The proposed project will be on one contiguous site.

Name: *(Printed/typed)*: _____

Title: _____

Signature: _____ Date: _____

Prioritization Attestation

To qualify for the Western NC Prioritization, applicants must be from counties that were designated, in whole or in part, by the United States Department of Housing and Urban Development as the most impacted and distressed counties from Hurricane Helene

Applicant County: _____

To qualify for the Western NC Prioritization, applicants must have a population of 300,000 or fewer based upon the 2023 Certified County Population Estimates from the State Demographer.

County Population per the State Demographer 2023 Report: _____

Applicant attests that (i) the application for funds is for repair, replacement, or construction of equipment, buildings, or natural features due to damage or effects from Hurricane Helene, including capacity-building, and (ii) the amount of funds requested is the amount of unmet need above the amount paid by insurance and available federal aid.

Certification and Approval by Local Governing Board

☐ I hereby certify the information contained in the attached application is true and correct

Chief Elected Official
(Print or Type Name and Title)

Signature

NOTICE:

- **Receipt of Allocations:** A recipient of State funds under S.L. 2025-26 shall use best efforts and take all reasonable steps to obtain alternative funds that cover the losses or needs for which the State funds are provided, including funds from insurance policies in effect and available federal aid. State funds paid under S.L. 2025-26 are declared to be excess over funds received by a recipient from the settlement of a claim for loss or damage covered under the recipient's applicable insurance policy in effect or federal aid.
- **Remittance of Funds:** If a recipient obtains alternative funds, the recipient shall remit the funds to the State agency from which the State funds were received. A recipient is not required to remit any amount in excess of the State funds provided to the recipient under this act.