Parks & Recreation Trust Fund (PARTF) 2026-2027 Application Guide

A DIVISION OF DNCR
North Carolina Department of Natural & Cultural Resources

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Parks & Recreation Trust Fund (PARTF)

The Parks & 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 & Recreation Authority when selecting local grant awards:

1) Scoring System + 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 27, 2026	**Announcement** The N.C. Division of Parks and Recreation (DPR) announces the availability of PARTF matching grants to local governments.
November 17, 2026	**Opening Webinar** DPR + RRS hosts an opening webinar for the PARTF grant cycle.
March 15, 2027	**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 3, 2027	**Application Deadline** Applications must be submitted online in WebGrants by 5pm EST.
August 2027	**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 159-7, are also eligible if they are 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. Project sponsors with an active project may not request additional funds to complete the project.

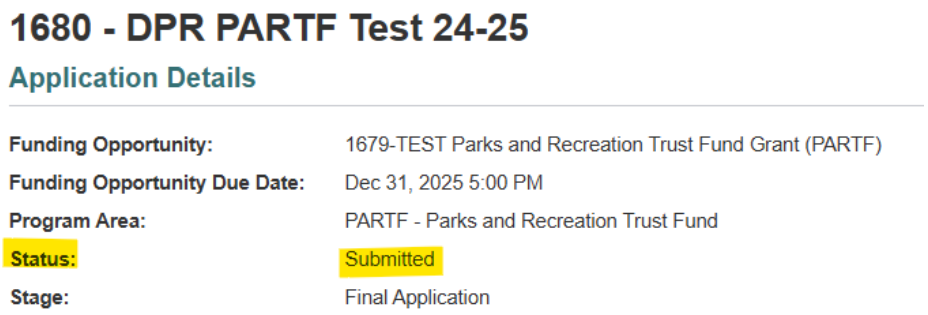
- **Dollar-for-Dollar Match:** An applicant must match the grant at least dollar-for-dollar. The appraised value of land to be donated to the applicant can be used as matching funds. The value of in-kind services, such as the applicant's force account labor or volunteer work, cannot be used as part of 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 3, 2027). 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, 2030).

- **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 3, 2027, will be accepted.
    - Incomplete applications will not be considered. Applications not in "Submitted" status by the application deadline will not be considered. The application automatically closes at exactly 5pm EST, so applications must be in submitted status:



    - The PARTF application is ONLY available 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 3 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 15, 2027) and contact your RRS regional consultant for a review of your application for completeness. This technical review is invaluable and can help applicants avoid the most common errors that impact eligibility, overall grant request, or overall score. Applicants are **strongly encouraged** to request this technical review of full or partial applications.

- **Application Checklist** contains the list of documents needed for a complete application. All required elements must be submitted for the application to be eligible for consideration.

- **Evaluation of Applications**: The Division evaluates each application. The evaluation includes a score based on the PARTF scoring system, an on-site inspection, and a review of the applicant's previous grant administration history. A scoring summary is provided to the Parks & Recreation Authority based on this evaluation.

- **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 15, 2027) 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, with fillable PDF version on the Division website. **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 will be required to 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 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. Please note that indoor facilities are ineligible on LWCF site, unless they directly support outdoor recreation.

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, 2030).

DOT, FERC & 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

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: include 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 / equestrian with a minimum continuous length of 1/4 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 1/4 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.

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.

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.

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.

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. To use a multi-jurisdictional plan, it must be adopted by the municipality, the municipality's community must be included in the needs assessment, and the municipal parks must be identified in the plan.

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.

- A similar plan, like a bond spending plan, can be used if all the defined elements here are included.

Survey of Recreational Needs: A survey of the citizens in the applicant's jurisdiction to identify their needs and preferences for recreational opportunities. The applicant 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 applicant 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:

- 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.
- 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.
- The questions must be clear and unbiased.
- The questions should not limit the citizens to choose from a narrow list of recreational opportunities.
- Copies of the same questionnaire must be distributed to everyone in the sample.
- 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. The survey should include the demographic data of the population.
- The survey must have been conducted within the past ten years.
- The survey must be conducted and results received before the applicant 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.
I. Application Information Project Contact Information Project Information Certification & Approval by Local Governing Board (Board Certification) Project Description & Justification
II. Site Information Land Acquisition (If Applicable) List of Properties to be Acquired Site Plan Site Control - Must attach Attorney's Certification of Site Control (Site Control Certification) Facilities List(s) Site Operations & Maintenance Suitability of Site for Proposed Project First Park (if applicable)
III. Project Costs Project Costs Acquisition, Contingency, & Planning Costs Source of Matching Funds
V. Environmental Review (Entire Section + Maps)
Documents for the Scoring System
IV. Planning Master Plan (Master Plan) Comprehensive Systemwide Plan for Parks and Recreation (Comp plan) Capital Improvement Plan
IV. Public Involvement Recreational Needs Survey (Rec Survey) Support from Parks & Recreation Board (P&R Board) Public Meeting (Public Meeting) Civic Group Presentations (Group Presentations)
Application Attachments
Required Attachment Applicant's Scoring System (Applicant Self-Scoring)
Optional Attachments Community Letters of Support (Letter of Support) Other

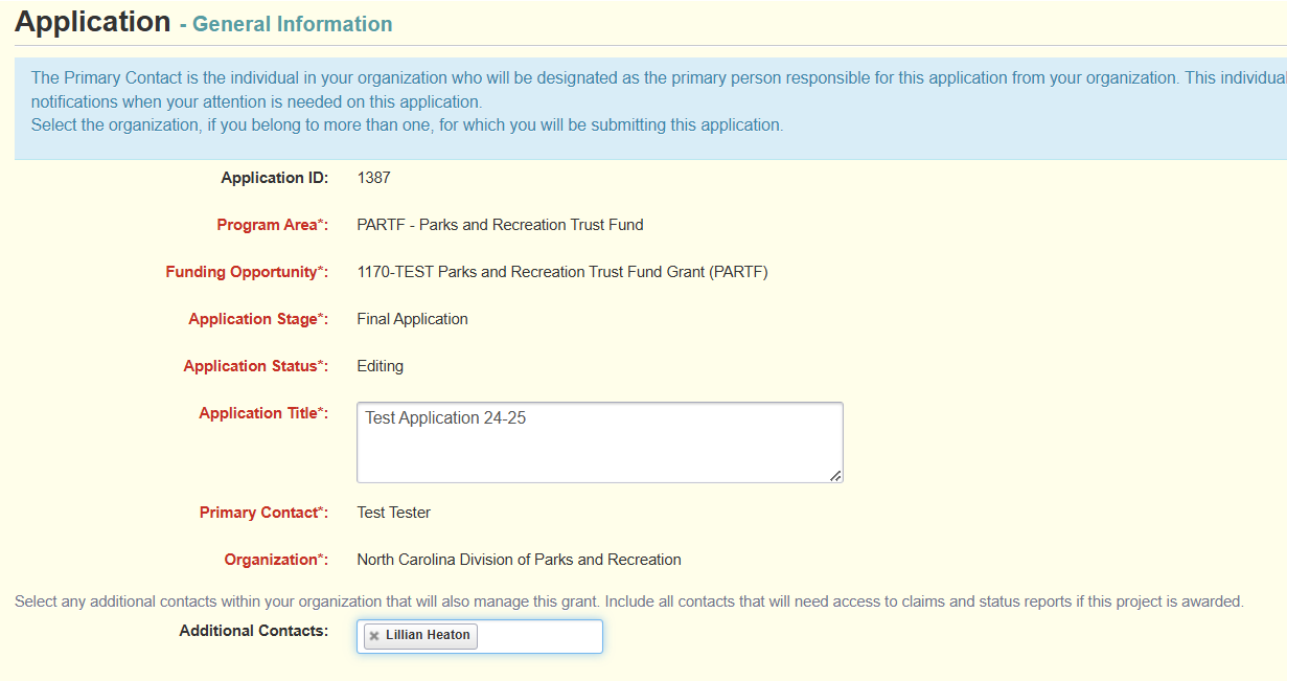
Application Guidance

Beginning Your Application in WebGrants

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 the application title first. We recommend using the park or trail name as your application title.

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.** Only individuals included on this form will be able to access or edit the application, so we recommend including ANY staff member who may need to participate in the application.



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.

I. Application Section

A) 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.

If awarded, the award letter will be mailed to the chief elected official, so please make sure this information is accurate.

B) 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 & longitude. Your RRS consultant will conduct an onsite inspection as part of the application evaluation.

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. Please note that indoor facilities are ineligible for LWCF site, unless they are directly in support of outdoor recreation.

C) Certification & Approval by Local Governing Board

The chief elected official must sign the application certification & 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.

D) 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 will be published and/or used publicly.

E) 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.

II. Site Information Section

If the proposed project includes any land acquisition, applicants must complete sections A-H, skipping section E (Facilities List), in WebGrants. If the proposed project is development only, applicants must complete section A-H, skipping section B (List of Properties to be Acquired), in WebGrants

A) 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, applicants 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, applicants acknowledge 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 acquisitions, 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: *Applicants 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: Applicants 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, applicants 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 applicants underestimate 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 of 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.

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.

Type of Resource Represented by Acquisition Project:

- Applicant must select one of the following and provide justification for the selection:
    - A significant resource has statewide significance per the Natural Heritage program, statewide significance per Archives and History, exceptional usefulness for the recreational purposes intended with few opportunities to obtain a substitute based on the quality of the site and location or is a highly threatened resource.

    - An excellent resource has regional significance per the Natural Heritage program or has excellent usefulness for recreational purposes intended with some opportunities to obtain a substitute based on the quality of the site and location.

    - An average resource has local significance per the Natural Heritage program or has good usefulness for the recreational purposes intended with many opportunities to obtain a substitute based on the quality of the site and location.

B) List of Properties to be Acquired + Legal Description of Property to be Acquired

Complete the “List of Properties to be Acquired” table 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.

Attach the legal description for each parcel. If the land is donated, a five-year history of ownership must also be attached. Applications may be considered ineligible if this section is incomplete.

Legal Description of Property:
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 and must be attached.

C) Site Plan

All applicants must attach a one-page, color-coded site plan to their online application. Use the examples on the following pages as a guide.

Site plans should include the items and color coding listed below. Use either 8½”x11” or 11"x17" paper using landscape orientation if possible.

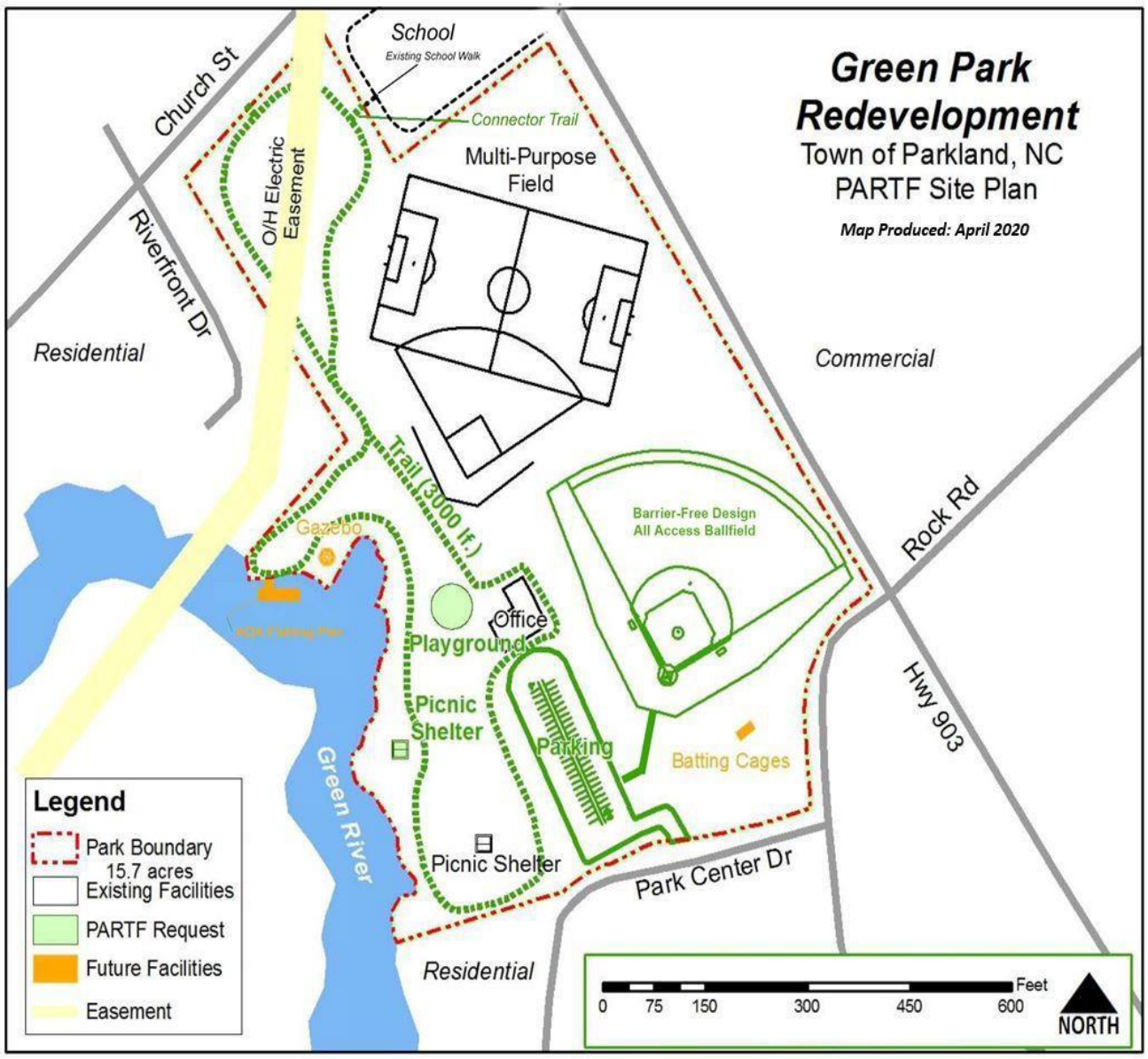
- Name of project and applicant
- Acreage
- Elements of the proposed project **(light green)**
    - Include trail amenities and trail connections. Trail connection must be on the site plan to receive trail connection points in application evaluation.
- Known streams, lakes, and wetlands must be labeled
- Park boundaries **(red)**
- 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

Conceptual Plan (Acquisition Only Projects): Applicants with acquisition-only projects must submit a conceptual plan showing the property to be acquired and future development for public recreation and should follow the same site plan instructions above. In addition, acquisition-only projects should also include the following items on the conceptual plan:

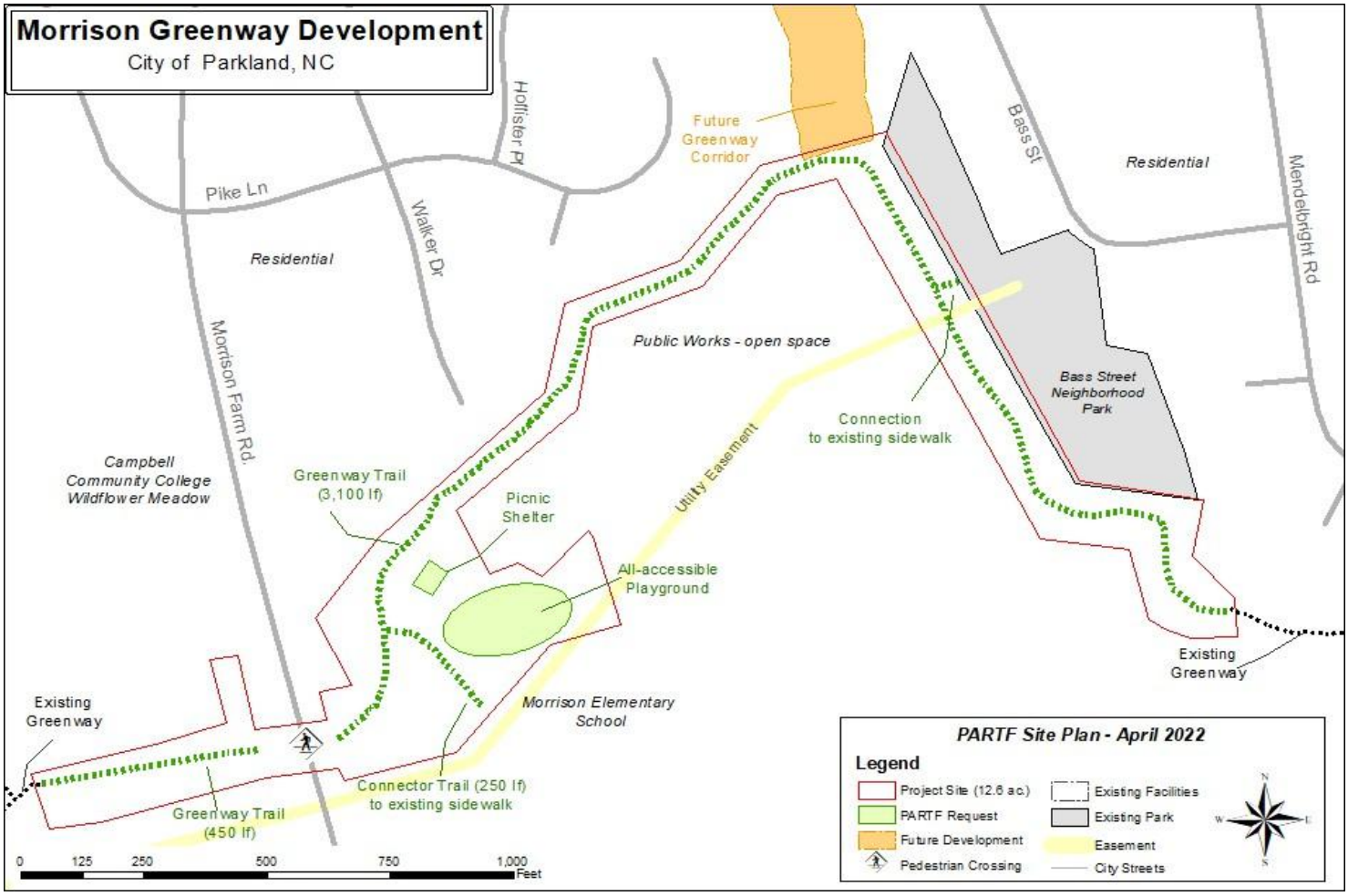
- Metes and bounds of the property
- Any easements or restrictions on the public use of the property
- Owner and/or uses of adjacent property
- Significant reference points such as state plane coordinates, benchmarks, iron stakes, major streets, highway, or other landmarks
- Deed book number, page number,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

Floorplan for Indoor Facilities: If your project includes any indoor facility or facilities, a floorplan for each facility must be attached to the application.

Example site plan of a non-linear park



Example site plan of a linear park



D) Attorney's Certification of Site Control

For development projects, site control, either by fee simple title, lease, or easement, is required at the time of application. An attorney must review the site plan and certify that the local government has control of the entire site of a proposed development project for providing public recreation by May 3, 2027. The project must be located on a single contiguous site.

This certification is not required for applications only proposing land acquisition or applications proposing to acquire the site of a proposed development project

For leased property, the lease should extend at least 25 years from the anticipated project completion date (October 31, 2030).

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.

E) 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.

F) Site Operation & 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.

G) 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 selection meeting.

III. Project Costs Section

A) Project Costs (Costs to Build / Renovate)

Project costs submitted in the application will become the grant's budget. All proposed project elements and the estimated cost of each element must be included. All project elements included in the project costs must be shown on the site plan, except for grading, utilities, planning, and similar items. If a project element is not included in the budget, particularly a recreation facility, it will not receive points during application evaluation. Applicants should be consistent in representing all project elements, including facilities, in the project description, the project budget, and on the site plan.

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. 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)

B) Acquisition, Planning, and Contingency

Acquisition Costs

This amount on the project costs should match the total from the list of properties acquired in section B of the site information (form II).

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, 2025 (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. This is calculated as 20% of section (A) Project Costs (Building or Renovating Costs) in the Webgrants form.
- *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.*

Contingency Costs

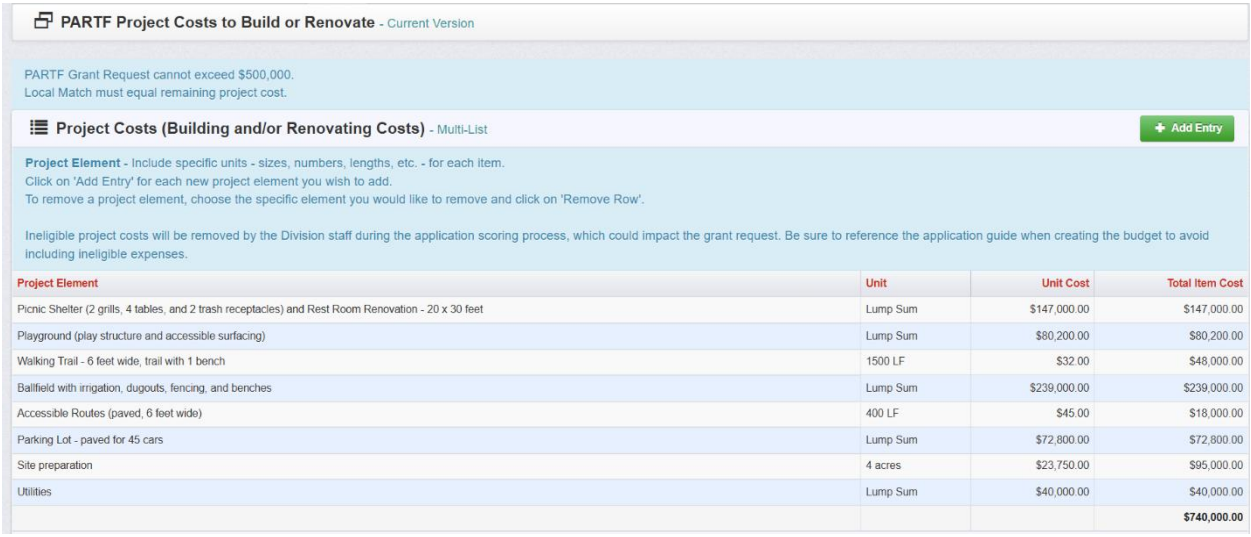
- A contingency of five percent (5%) of the total cost to build or renovate a project (up to $50,000, whichever is less) may be included. This is calculated as 5% of section (A) Project Costs (Building or Renovating Costs) in the Webgrants form.
- *Applications that exceed 5%, or $50,000, whichever is less, will be adjusted by the Division during the application review, and the grant request and match will be adjusted accordingly.*

Project Costs Example 1

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 LFT	$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 LFT	$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 ☐ Purchase ☒ 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) Example 2



PARTF Project Costs to Build or Renovate - Current Version

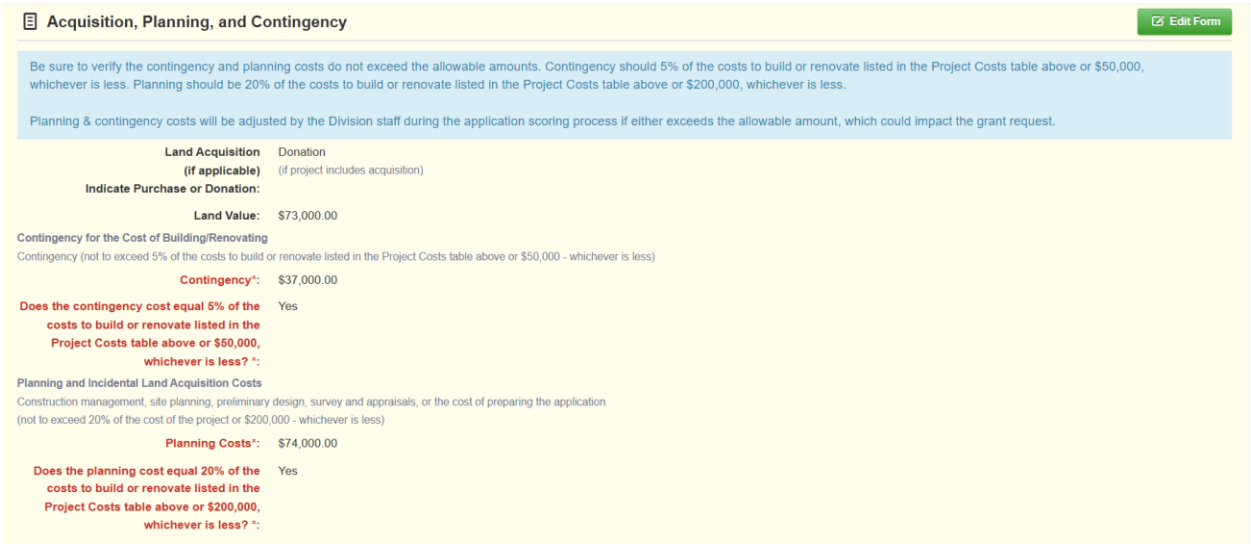
PARTF Grant Request cannot exceed $500,000.
Local Match must equal remaining project cost.

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.

Project Element	Unit	Unit Cost	Total Item Cost
Picnic Shelter (2 grills, 4 tables, and 2 trash receptacles) and Rest Room Renovation - 20 x 30 feet	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 feet wide, trail with 1 bench	1500 LF	$32.00	$48,000.00
Ballfield with irrigation, dugouts, fencing, and benches	Lump Sum	$239,000.00	$239,000.00
Accessible Routes (paved, 6 feet wide)	400 LF	$45.00	$18,000.00
Parking Lot - paved for 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)

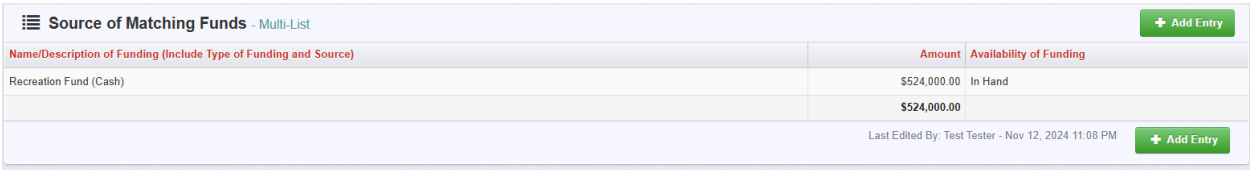
Contingency*: $37,000.00

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

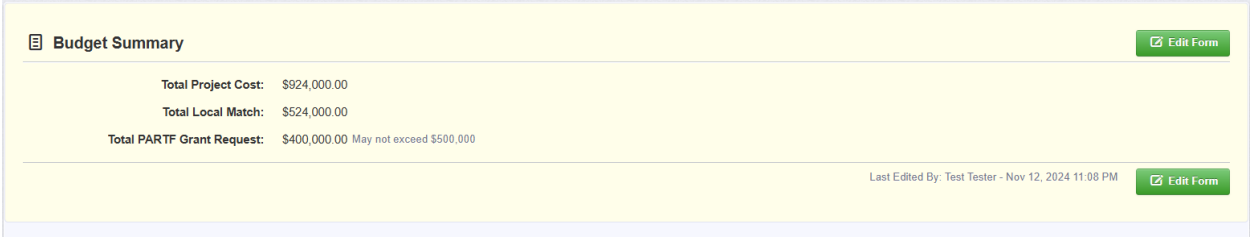
Does the planning cost equal 20% of the costs to build or renovate listed in the Project Costs table above or $200,000, whichever is less? *: Yes



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	

Last Edited By: Test Tester - Nov 12, 2024 11:08 PM — Add Entry



Budget Summary — Edit Form

Total Project Cost: $924,000.00

Total Local Match: $524,000.00

Total PARTF Grant Request: $400,000.00 May not exceed $500,000

Last Edited By: Test Tester - Nov 12, 2024 11:08 PM — Edit Form

C) 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 local matching funds MUST equal the total project costs. Applications may be ineligible for consideration if the total project costs is not covered by the project budget (grant request + matching funds).

For example, in the budget summary, the total project cost is $924,000.

$524,000 Local matching funds
+ $400,000 PARTF grant request
$924,000 Total Project Cost



Applicants are strongly encouraged to have their RRS consultant review the project budget for accuracy and ineligible items.

IV. Planning and Public Involvement Section

Planning

A) Master Plan

For projects including development, the applicant has a master plan or greenway master plan created or revised within the past five years or within the past six to ten years for the project site, and the proposed project conforms to the plan.

Stating the plan has been adopted does not qualify as evidence of adoption. Applicant should provide evidence of adoption via local resolution, meeting minutes, etc.

Please refer to the definitions in this guide for the specific elements required for a master plan.

B) Comprehensive Systemwide Plan

The applicant has a Comprehensive Systemwide Parks and Recreation Plan adopted within the last ten (10) years, and the project conforms to the plan.

If a municipality is using a County or multi-jurisdictional systemwide plan, the plan must:

- Be adopted by the municipality, including evidence of the adoption
- Include the municipality's community in the plan's needs assessment,
- AND identify the municipal parks in the plan.

No points will be awarded for municipalities using multi-jurisdictional plans if all three requirements above are not met.

Please refer to the definitions in this guide for the specific elements required for a comprehensive systemwide plan.

C) Capital Improvement Plan (CIP)

Applicants may provide a capital improvement plan with evidence of adoption of approval. A similar plan, like a bond spending plan, can be used if all the defined elements are included.

Please refer to the definitions in this guide for the specific elements required for a CIP.

D) NC Outdoor Recreation Plan Alignment

Using citations from the N.C. Outdoor Recreation Plan, explain how your project aligns with the plan, citing the specific recommendation and action item.

The N.C. Outdoor Recreation Plan identifies 4 themes:

1. Health & Well-Being: Transform parks into dynamic spaces for physical activity, mental rejuvenation, and social connection.
2. Recreation for All: Reimagine all parks as welcoming, safe, and valued places for all users through universal access.
3. Resiliency: Achieve lasting resiliency and build sustainable, adaptive park systems that prepare our communities for future challenges.
4. Economic Impact: Harness the transformative power of parks to stimulate business development, tourism, and community investment.
5.

For each theme, there are identified goals and action items. Applicants should provide the theme, goal, and action item reference and an explanation of how the proposed project aligns. Please see Appendix III of this guide to review the goals and action items.

> *Example:*
> *Theme #2 Recreation for All*
> *Goal 2.2: Renovate, replace and revitalize existing park amenities across the state.*
> *d) Renovate existing facilities to serve new purposes.*
>
> *Citation: 2.2.d*
> *This project will renovate two tennis courts, replace the surfacing, and add lines to allow for pickleball and tennis play.*

This will be used for reporting purposes only. All grant-funded projects through the Division are being tracked for alignment with the current NC Outdoor Recreation Plan.

Public Involvement

E) Recreational Needs Survey

The applicant has conducted a recreational needs survey within the past ten (10) years, and the results of a survey to determine the recreational needs in the applicant's jurisdiction show that the residents support the project. Supporting documentation should be attached and should include a copy of the questionnaire, the results of the survey, and provide the number of respondents and demographic information that they are representative of the local government's jurisdiction.

Applicants should refer to the application guide for specific elements that must be included in the survey to receive points.

F) Parks & Recreation Advisory Board

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.

Supporting documentation should demonstrate a motion of support from the Board to receive points.

G) Public Meeting

The applicant conducted a public meeting(s) exclusively for discussing the PARTF grant project and obtaining comments within the past 24 months.Public meetings are defined in NC § 143-318.9.

Applicants should provide a document describing the means used to widely advertise the meeting, such as newspaper advertisements, Facebook, websites, and community announcements. Widely advertised means advertising through more than one source. Applicants should demonstrate at least two forms of advertisement to receive points for the meeting. Multiple social media advertisements (ex. Instagram and Facebook) count as one form of advertisement.

Applicants should also provide the minutes, including the discussion of the project, who was present and public comments.

H) Civic Groups

The applicant presented the proposed project to local groups (civic groups, assoc. etc.) and received support. A letter of support from a civic group alone does not qualify as presentations. Applicant must appear before the group and present the project and proposed grant application.

Evidence of presentation may include a meeting agenda listing the presentation and accompanying meeting minutes, or a letter from the local group as an acknowledgement or thank you for the presentation.

Governmental groups, such as appointed boards, do not count as civic groups.

Applicants must enter the name of the organization, the date of their presentation, and attached supporting documentation for at least two groups to receive points.

V. Environmental Review Section

This section must be completed in full in order for the application to be eligible for consideration.

A) Environmental Impact Questions

Applicants should answer these questions as fully and accurately as possible. This information is used to help determine the proposed project's impact on the environment. Project design should minimize adverse impacts on the environmentally sensitive features of the site.

Each item must be accurately and adequately addressed to allow the Department of Natural and Cultural Resources to determine if the proposed project will comply with the requirements of the State Environmental Policy Act (SEPA).

The grant application will be reviewed by an environmental review coordinator, and upon award, a checklist of reviews or permits will be provided to the grantee.

Some projects will require an additional evaluation called an "environmental assessment" if they are selected for funding. For any project that meets all three of the following criteria, an environmental document must be prepared:

- an expenditure of $10 million in funds provided by the state of North Carolina for a single project, **OR** land-disturbing activity of equal to or greater than 10 acres of public lands resulting in substantial, permanent changes in the natural cover or topography of those lands (or waters);
- an action by a state agency;
- and has a potential detrimental environmental effect upon natural resources, public health and safety, natural beauty, or historical or cultural elements, of the state's common inheritance.

The PARTF program will notify the applicant if an environmental assessment. If needed, the grantee must complete the environmental assessment before signing the PARTF contract and beginning the project.

Applications may be found ineligible for consideration if the environmental review information is not complete.

If the applicants has any permits, or documentation of interactions with a regulatory agency, these documents can be included in other attachments portion of the application (Form IV, section B).

B) Environmental Review Attachments

Applicants should use the links included to pull up a map of the project site for each of the four resources. These maps will be reviewed by an environmental review coordinator as part of the grant application evaluation.

There is space for any additional comments or clarifications necessary below the attachment grid.

VI. Application Supporting Documentation Section

A) Self Scoring

Applicant must include a completed self-scoring sheet. The scoring tool included is the same tool the grant evaluation team will use to review the application.

B) Other Attachments

Applicants may include a variety of additional information in this section, including but not limited to:

- Copies of permits or documentation of interactions with a regulatory agency
- Letters of support for the project from community members, organizations, or elected officials
- Specifications for project elements

Supporting documents DO NOT take the place of required application elements.

Letters of support are included in the scoring summaries provided to the Parks & Recreation Authority in advance of the project selection meeting.

Appendix I: RRS

Recreation Resources Services 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]



Appendix II: N.C. Outdoor Recreation Plan Themes, Recommendations, and Action Items

Plan Theme #1: Health & Well-Being
Transform parks into dynamic spaces for physical activity, mental rejuvenation, and social connection.

Goal 1.1: Support improvements in public health and fitness by increasing opportunities for physical activity. Action Items for this recommendation are:

a. Provide adequate parkland and recreational facilities to encourage children and their families to be more physically active.
b. Promote public and private partnerships, especially with third party recreation providers, healthcare organizations, and insurance companies, to encourage physical activity through outdoor recreation.
c. Provide communities with up-to-date information about the role of parks and open space, and nonmotorized and active transportation routes in promoting healthy lifestyles.
d. Encourage the development of community policies regarding recreational facilities, the use of school facilities, and trails and bicycle-friendly routes to help people be more physically active.
e. Focus on designing intergenerational amenities that appeal to diverse residents for holistic health benefits.
f. Encourage local providers to use the Priority Investment Rating findings to provide relevant new amenities that increase opportunities to stay active.
g. Include tutorial placards on park amenities that support physical activity. For example, fitness stations, walking loops, or open play.
h. Include signage noting the benefits of exercise. (i.e. Three full walks around this park is the equivalent of 15 minutes of structured exercise needed by most adults.)
i. Leverage the use of apps and online data sources to support positive health and wellbeing outcomes

Goal 1.2: Promote programming, facilities, and built environment improvements that provide physical and mental health benefits.

a. Raise awareness of using local and regional trails to engage in exercises such as walking, biking, hiking, roller blading, etc.
b. Incorporate and promote unique offerings at parks that encourage staying active, including play areas, fitness areas, sports courts, and water-related activities.
c. Support local communities in building amenities that encourage socialization, such as event spaces, festivals, group gatherings, etc.
d. Promote parks that offer nature-based activities to provide deeper connection to nature.
e. Create an 'Unplugged at State Parks' campaign to highlight offline activities and offerings at state parks.
f. Support and promote programs that encourage mindfulness and improve mental health.

g. Provide basic outdoor recreation courses, particularly in urban areas, to increase comfort with more intensive outdoor activities such as kayaking, camping, backpacking, etc.
h. Encourage and support overnight camping programs within larger county and municipal parks to reduce demand and strain on state parks.
i. Encourage the development of intergenerational programming to bring diverse user groups together and create teach-learn opportunities.
j. Focus on protection and expansion of tree canopies within state parks, particularly in and adjacent to vulnerable communities.
k. Provide education on the benefits of tree canopy protection to local agencies and support their efforts to protect and expand tree canopy in local parks.
l. Work with local planning officials to determine planting requirements to be applied to all developments.

Goal 1.3: Identify the disparities in how people access park system and champion efforts to reduce inequities in access.

a. Use GIS maps and data within SCORP to identify health-vulnerable areas within your community.
b. Create a comprehensive inventory of outdoor recreation opportunities, including parks, amenities, greenways, and trails in relation to socially vulnerable areas.
c. Liaise with local hospitals and health care organizations as they conduct their community health needs assessment.
d. Forge data-sharing agreements with your local hospitals and health care organizations.
e. Stay updated on health equity measures, data, and assessments.
f. Continue partnerships with NC State University and other educational institutions to promote research into recreation best practices.
g. Share current research and best practices to educate healthcare providers, interested organizations, and the public about the importance of parks and open space investment in areas of need for improving health indicators.
h. Partner with relevant organizations to assess current safe access levels and opportunities for infrastructure improvements to increase safe and fair access for communities and visitors.
i. Strategically expand parks and recreational spaces in areas with limited access to health-promoting natural environments.
j. Acquire public park land in areas with high health vulnerability.

Goal 1.4: Support the creation of more regional trail organizations like the Carolina Thread Trail, Piedmont Legacy Trails, and the Triangle Trails Initiative to add trail development capacity at a regional level across the state.

a. Continue regional trail planning through the Division.
b. Identify existing nonprofit or local government partners that may be candidates to house new regional trail organizations.
c. Identify a funding source to provide operational support to start up organizations.

Goal 1.5: Increase opportunities for adaptive trail users by encouraging new natural surface trails to be built to adaptive trail use standards or identify existing natural surface trails that can be retrofitted to meet adaptive trail use standards.

a. Develop an assessment tool to measure and rate the trail accessibility to help users select trail routes that meet their need for level of difficulty for walking/hiking.
b. Establish an adaptive trail use standard through the Division based on national best practices.
c. Identify parks with existing adaptive trail programming as opportunities to promote and showcase trail planning and construction best practices for adaptive uses.
d. Include adaptive trail activities as a user type when inventorying trails within state parks.

Goal 1.6: Establish annual trails programming based on the Year of the Trail model to increase trail programming across all 100 counties.

a. Designate an internal liaison within the Division to lead trail programming coordination.
b. Provide adequate resources through the Division or statewide partner organizations to effectively provide programming support and leadership to communities at a statewide level.

Goal 1.7: Support the continued development of trail benefits studies.

a. Identify opportunities for studies on the impact of paddle trails, in addition to studies of land-based trails.
b. Support communication channels that share these resources with local jurisdiction partners.

Plan Theme #2: Recreation for All
Reimagine all parks as welcoming, safe, and valued places for all users through universal access.

Goal 2.1: Meet the needs of North Carolina's rapidly growing population by providing more recreation opportunities in areas of the state where growth is taking place.

a. Add additional recreation opportunities near major urban areas to help decrease the long-term demand on the more ecologically sensitive state parks and natural areas.
b. Provide funding to local parks and recreation departments for new recreation amenities in areas with growing populations.
c. Better educate residents about current and future outdoor recreation resource needs for a growing population.
d. Extend information and data sharing capacity between recreation providers and non-recreation providers within government agencies so that more holistic planning practices are possible.
e. Grow recreation regional planning capacity on all levels and incentivize these plans by promoting their best practice in grant applications.
f. Encourage construction of multi-use facilities to allow flexibility for diverse uses and interest groups.
g. Provide beginner-level programs and learning opportunities for outdoor recreation activities targeted specifically for individuals with limited access to outdoor experiences.
h. Encourage local agencies to provide space for pop-up events and amenities like pop up play, movie nights, block parties, etc. to increase access to outdoors where permanent access to recreation is not available.

Goal 2.2: Renovate, replace and revitalize existing park amenities across the state.

a. Target funding to renovate, replace and revitalize existing recreation amenities for state and local agencies before facilities go into disrepair due to overwhelming demand.
b. Retrofit existing facilities to enhance access to all user groups, including age and ability levels.
c. Ensure that all updates demonstrate best practices for accessibility.
d. Renovate existing facilities to serve new purposes.

Goal 2.3: Increase opportunities and public awareness of the state's natural resources and recreation opportunities for the unaware and current non-users.

a. Promote opportunities that align with grade-level science and social science curriculum and take students outdoors to learn about the environment through visits to state and local parks.
b. Continue to design recreational facilities to ensure universal access with recognition of the needs of special needs and aging populations.
c. Encourage local agencies to identify unaware and non-users and provide funding and engagement opportunities in these areas.
d. Identify key partners to address challenges and enhance access to recreation in areas with fewer recreational opportunities.
e. Develop targeted outreach efforts for non-users and unaware users to identify specific barriers to access and engagement with the parks system.
f. Identify key partners who work with non-users to help raise awareness about outdoor recreation.
g. Utilize education, outreach and marketing efforts, trainings, and other customized tools to promote unique experiences in local and state parks.

Goal 2.4: Improve outdoor educational programs to achieve multiple benefits such as local history, cultural awareness, and environmental stewardship.

a. Find opportunities to increase culturally focused programming events and efforts.
b. Identify local partner organizations and institutions to help create programs focused on local history and traditions.
c. Create new programs with a focus on location-specific environmental stewardship.

Goal 2.5: Address the real and perceived barrier of 'overcrowding' in parks.

a. Promote strategies such as 'low impact' recreation and enforcement of rules to ensure long-term sustainability of sensitive ecosystems.
b. Train staff and educate visitors about the 'Leave No Trace' principles while outdoors. Source: https://www.ncparks.gov/conservation/park-sdafety-and-respect/leave-notrace.
c. Create online live dashboards or other ways for more popular parks to suggest nearby alternative destinations or alternative days and times to visit.
d. Provide alternative immersive digital experiences using VR technology, media, videos, etc. to reduce human footprint on highly sensitive habitats.
e. Allow intentional area closures to let the landscape and local flora to heal and recuperate from human impacts.
f. Provide guided, timed tours of highly popular recreational amenities.

g. Explore options such as shuttle services from nearby parking areas in popular seasons to reduce vehicular traffic on sensitive park properties.
h. Develop information for potential visitors to direct them to other parks/areas that provide similar unique outdoor experiences.

Goal 2.6: Develop multi-layered strategies to provide easier access to local and state parks for all residents.

a. Continue to advance the State's parks system to provide access to state parks within thirty minutes to an hour's driving distance.
b. Promote and encourage local agencies to provide outdoor recreational opportunities within a 10-minute walk for all residents.
c. Work with local agencies to provide transportation in areas without vehicle ownership and single-car households.
d. Work with local nearby towns to provide shuttle transportation and day-tours to state parks.
e. Raise awareness and knowledge of close-to-home facilities and parks in collaboration with local agencies.
f. Encourage the development of time-bound programs for users with time limitations to enjoy the outdoors.
g. Develop tools and resources to educate people about alternative modes of transportation to access the outdoors, including public transport, trails, and bike routes.
h. Include public transportation information on park websites.

Goal 2.7: Create a more welcoming environment in parks across the State.

a. Provide Spanish Translation on signage within the park system.
b. Provide Spanish Translation of visitor materials at State Parks.
c. Provide educational signage and storytelling component to celebrate Black History in State Parks.
d. Work with NC American Indian Heritage Commission (AIHC) and local tribes to ensure accurate and respectful storytelling about American Indian communities of the past and present at our parks.
e. Work with disability advocate groups to name gaps in the existing system and shared initiatives and funding opportunities.
f. Adopt the Principles of Universal Design as a requirement for all future park projects.
g. Encouraging inclusive design in park facilities to ensure all visitors feel welcome and safe.
h. Create internship opportunities for youth from diverse backgrounds, including people of color, interested in future employment positions.

Goal 2.8: Promoting workforce diversity to strengthen ties between parks and diverse user groups.

a. Conduct an internal staff audit to figure out the diversity of staff within State Parks, as it aligns with the demographics within a 0.5-1-hour driving distance.
b. Encourage local agencies to hire Bilingual/ Multilingual staff in specific parks to allow easier communication with diverse user groups.
c. Include cultural competency training to improve engagement and reduce communication barriers.

Goal 2.9: Leverage technology to enhance outdoor experiences when visiting State parks.

a. Engage the Division staff and local providers in training to gain familiarity with emerging technology to enhance outdoor experiences for visitors.
b. Train existing staff on tools like Translation apps to interact with bilingual users easily.
c. Expand digital sources, mapping, and online information to encourage people to get outside.
d. Use digital sources, storymaps, and virtual tours for historic resources that have limited accessibility for mobility-challenged visitors.
e. Encourage visitors to share their experiences on existing social media platforms to attract new visitors to enjoy parks, trails, and other destinations.
f. Leverage technology to educate the public in their language of choice about environmental, cultural, and historic resources.
g. Develop pre-recorded audio tours, digital education materials in multiple languages.

Goal 2.10: Leverage the strong presence of federally and non-federally recognized indigenous communities to expand recreation experiences.

a. Develop strategic collaborative efforts with the American Indian organizations to inform outdoor recreation experiences.
b. Incorporate intentional engagement and feedback from indigenous communities for planning, design, and programming at local and state parks.
c. Promote cultural awareness about indigenous communities through outreach, education, and marketing efforts.
d. Partner with statewide cultural organizations to showcase outdoor recreation as an integral part of all human experience.

Plan Theme #3: Resiliency
Achieve lasting resiliency and build sustainable, adaptive park systems that prepare our communities for future challenges.

Goal 3.1: Protect and conserve North Carolina's high-quality natural resources and landscapes.

a. Encourage local agencies to identify environmentally sensitive natural areas near high-growth areas for protection, conservation, and passive recreation.
b. Encourage the Division or local agencies to acquire unique natural areas that are at risk of development.
c. Develop a standard operating procedure (SOP) for the Division to pass along land acquisition opportunities to other entities that do not meet the State Park acquisition criteria.
d. Explore land-holding mechanisms for properties that could be turned over to local governments for development and operation, especially for the development of greenway corridors.
e. Continue collaborations with land conservancies to provide planning resources to local governments for land conservation and property acquisitions.
f. Explore opportunities to allow for land preservation around military installations, linking agriculture and defense to strengthen the state's economy and military readiness.

g. Seek partnerships with federal, state, and local governments, as well as nonprofits on coordinated goals for the continued protection, enhancement, and expansion of important natural resources and landscapes.
h. Pursue land donations such as easements, inheritance trusts, developer incentives, etc. to assist in acquiring and preserving important outdoor natural resources.

Goal 3.2: Continue to focus on the protected and unprotected wetlands across the state for conservation efforts.

a. Continue pursuing use of parks as protection for critical areas within the state's watersheds.
b. Determine priority for acquisition of wetlands based on the acquisition criteria established in the Wetlands Assessment for SCORP and the updated North Carolina Conservation Planning Tool once published.
c. Continue to prioritize isolated wetlands mapping to ensure their protection as part of the planning and design of parks.
d. Treat unprotected and isolated wetlands as a natural resource and leverage current and future parks to protect these features. Some wetlands may need preservation as open space instead of being a part of the state or local park system.
e. Support local agencies that provide voluntary restoration and protection of wetlands through parks and open space management.
f. Continue to partner with other governmental organizations that are leading initiatives to improve water quality, sensitive habitats, and conservation efforts.

Goal 3.3: Invest in infrastructure improvements that consider the impacts of climate change on outdoor recreation.

a. Invest in ecologically sensitive and resilient infrastructure that can tolerate the environmental impacts of climate change.
b. Install pilot projects and demonstration sites that use native and adapted plants and pollinators in outdoor recreation areas and support other agencies in their efforts to do so.
c. Prioritize data-driven strategies in highly sensitive areas with the greatest need for interventions to ensure high-quality outdoor recreation is available for the community. These strategies could include data related to the frequency and impact of natural disasters, vulnerable demographics, presence of threatened and endangered species, unique cultural resources, etc.
d. Implement nature-based solutions to gain layered benefits for the community and the environment.
e. Plan, design and construct projects using Nature-Based Design Solutions to ensure the essential infrastructure enhances the natural setting.
f. Proactively incorporate disaster planning efforts into recreational planning, design, construction, and parks management to ensure functionality of park spaces before, during, and after emergencies.
g. Invest in new technology and tools to project and monitor the impacts of natural disasters to help proactively plan for recovery efforts.

Goal 3.4: Raise community stewardship across the State to protect natural, cultural, and historical resources.

a. Identify and implement best management practices to encourage stewardship across the State.
b. Provide training to staff and parks visitors to raise awareness about human impacts on resources.
c. Develop awareness campaigns using social media and technology to educate visitors about protection and conservation of resources.
d. Champion stewardship efforts by volunteers, friends groups, and partners in state and local parks.
e. Utilize partnerships with nonprofits and private entities to relay consistent messaging for environmental awareness campaigns.
f. Use storytelling tools to share the impact of environmental stewardship efforts from the Division and key partners (Department of Commerce, Department of Transportation, etc.) on outdoor recreation.

Plan Theme #4: Economic Impact
Harness the transformative power of parks to stimulate business development, tourism, and community investment.

Goal 4.1: Promote the economic benefits of the state's recreation opportunities for communities across North Carolina.

a. Use the GIS layers from the 2025-2030 SCORP assessments to identify the economically challenged areas across the State and promote strategic planning efforts for outdoor recreation.
b. Develop innovative programming efforts that examine underutilized or underdeveloped recreation opportunities in economically challenged areas.
c. Promote marketing efforts with partners like Visit NC in economically challenged areas to increase participation and enhance the economic impact.
d. Develop and promote recreation programs, events, and facilities that attract regional travelers, to encourage overnight stays in economically challenged areas.
e. Develop targeted recreation opportunities that help residents in economically challenged areas and serve to improve the local and regional economic vitality.
f. Establish partnerships with local artisans – and especially tribal communities – to sell their goods at NC Parks' gift shops.

Goal 4.2: Develop strategies around funding allocations to ensure the needs of all communities are met.

a. Allocate funding specifically to areas with limited access to parks, green spaces, or recreational services. This may involve prioritizing resources for urban areas or rural communities that face geographic, economic, or social barriers to access.
b. Provide recurring funding to small communities for grant assistance and deferred maintenance of amenities that have received grant funding for initial construction.
c. Encourage local agencies to engage residents in the planning and decision-making process to understand the process of where and how funds are allocated.

d. Continue partnering with Recreation Resources Service and other relevant organizations to manage grant programs that are adaptable to the diverse needs of different regions and communities, including those that may not have the infrastructure or capacity to apply for larger or more rigid grants. This can include smaller grants, technical assistance, or simplifying application processes.
e. Funding opportunities for training, technical support, or seed funding should be considered as the Division continues working with organizations and agencies in underserved areas to build their organizational capacity.
f. Encourage local agencies to develop fair funding policies that not only address immediate needs but also focus on long-term sustainability, ensuring that communities can maintain and manage parks and recreation facilities for future generations.
g. Create awareness campaigns around health saving benefits of outdoor recreation while promoting the economic benefits.

Goal 4.3: Explore diversifying funding sources to support the federal grants allocations in expanding recreation opportunities for state and local parks.

a. Continue to support advocacy efforts for state and local funding.
b. Support increases to dedicated government funding, leverages private funding, and partnerships to address the aging infrastructure needs.
c. Encourage partnerships with nonprofits, private providers, and other state departments including Department of Commerce to strengthen the outdoor recreation economy.
d. Encourage and expand private investments in outdoor recreation.
e. NC Parks should conduct periodic (i.e., every 4-5 years) analysis of how investments into State Parks and trails are stimulating increased resources for local communities through higher property tax revenues.

Goal 4.4: Market North Carolina as recreation destination.

a. Develop dedicated branding efforts to boost visitation and economic impact for special events and programs. This could include logos, marketing material, highlighting unique stories, experiences, and distinct identity.
b. Provide easy access to information about diverse events, programs, and festivals through various platforms and partner sources.
c. Continue to share success stories of public-private partnerships and celebrate the impact of private investments across the State in order to encourage more organizations to show their commitment to enhancing outdoor recreation experiences.

Goal 4.5: Prepare proactively for unforeseen challenges with natural disasters or other events.

a. Explore the feasibility of setting aside emergency funds for resources and grants for unforeseen needs.
b. Continue to fund park investments in areas with high environmental vulnerability such as frequent flood events, high temperatures, wildfires, landslides, etc. that focus on resilient design strategies.

Goal 4.6: Continue to promote trails network across the State as economic driver.

a. Fund key gaps in the statewide trail network to attract trails-related tourism to promote outdoor recreation economy.
b. Fund local trails to provide easy, close-to-home access to outdoors for communities.

Goal 4.7: Identify a funding source for implementation of the Great Trails State Plan and designate an entity to continually update the Great Trails State Network.

a. Continue collaborations with the Great Trails Coalition to seek reauthorization of the Great Trails State funding from the General Assembly.
b. Develop an annual reporting process for the Great Trails State Plan network which includes updated GIS data and statistics on status changes for trail segments that have advanced to a new stage of design or completion.

Goal 4.8: Increase the capacity of Partner organizations to coordinate planning, design, and construction activities for their State Trail.

a. Assess the current capacity building grants provided through the Complete the Trails Program to understand the impact of those dollars related to hiring and maintaining staff at partner organizations dedicated to their State Trail.

Appendix III: 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 and
- 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 Local Grants

Applicant:

Project Name:

A. Land Acquisition (15 possible points)

Does not apply for applications proposing development only.

☐ **If not purchased at this time, a significant natural, cultural, recreational, scenic, or highly threatened resource will be used for other purposes. (15 points)**

Significant resource –

- Natural – statewide significance per the Natural Heritage Program, or
- Cultural – statewide significance per Archives and History, or
- Recreational / scenic – exceptional usefulness for the intended purpose and few opportunities to obtain a substitute based on the quality of the site and location as determined by a consensus of evaluation team. Is the land identified in a comprehensive plan for acquisition? Or
- Highly threatened resource – Describe why the natural or recreational resource is highly threatened.

Examples of a significant or highly threatened resource include, but are not limited to (check all that apply):

_____ Great threat of private development for other than recreation and conservation purposes. Property is currently for sale on the market or is subject of local planning board action or development permits or approvals have been sought for the property, and the property has been identified as a high priority park in the applicant's comprehensive parks and recreation plan or other adopted recreation plan (Pressure); or

_____ PARTF waiver describes the urgency of acquiring the property immediately or it being lost to private development prior to executing a PARTF contract (Pressure). For waivers, other factors such as the site suitability for the proposed development and whether the site is identified as a high priority in an adopted comprehensive parks and recreation plan will be considered in determining the score; or

_____Property owner is a motivated seller with a life-threatening illness or is offering the property as a donation or at a significantly reduced price, and is giving the local government first option on the land; otherwise, the property will be sold for private use (Cost and Availability); or

_____Site has a unique (valued or irreplaceable) regional, state or nationally recognized natural, cultural, recreational or bio-diverse resource and is for sale. Or the site has important and/or diverse ecological communities (such as critical aquifer recharge areas, wetlands, old growth forest or trees of remarkable size or age) and is for sale. And the site provides opportunities for public recreation and/or environment education use. Private commercial or residential developers want the property for other uses. The public wants to save the unique resource area as a park or natural preserve (Rarity/Diversity/Ecosystem/Potential Environmental Degradation); or

_____Property protects and will significantly improve recreation opportunities at an existing recreation site (Connectivity) or at a natural water body (i.e. frontage along a stream, river, lake, ocean, sound, wildlife pond or spring pond) from future undesirable private development being planned (Resource Access); or

_____Site is ideally suitable for both passive and active recreation use and is in an area of current or projected high population growth or development density and is for sale. Passive recreation acreage on the site contains desirable natural attributes such as significant environmental resources or floodplains and at least 50% of the site is available for passive or active recreation use (Multi-Use).

☐ **The site is an excellent natural and/or recreational resource. (10 points)**

Excellent Resource

- Natural – regional significance per the Natural Heritage Program
- Recreational– excellent usefulness for the intended purpose and some opportunities may exist to obtain a substitute based on the quality of the site and location as determined by a consensus of the evaluation team.

Examples of an excellent site (check all that apply):

_____Acquisition of this property is a priority identified and justified in an adopted local comprehensive parks and recreation plan and the site is environmentally suitable for the proposed project (Priority); or

_____Site will provide needed land for park purposes where none exists in the local applicant's jurisdiction; especially true for county governments. And, the need for the land is identified in an adopted local comprehensive parks and recreation plan and the site is ideally suited for the intended development (Proximity); or

_____Property is located in a high population area, projected area of high residential growth or urban area and is ideally suited for the intended development (Density); or

_____Site is identified as part of a State Trail corridor, or identified in a regional greenway plan and/or the site will link and/or provide a linear corridor to an existing urban or suburban park or trail to reflect a movement towards a seamless park system (Connectivity/Greenbelt); or

_____Site's intended development will meet high-priority local recreation needs (i.e. facilities) identified in an adopted comprehensive parks and recreation plan or citizen's recreational needs survey and the site is ideally suited for the intended development (Priority).

☐ **The site is an average natural and/or recreational resource. (5 points)**

Average Resource -

- Natural – local significance per the Natural Heritage Program
- Recreational– good usefulness for the intended purpose and many opportunities to obtain a substitute based on the quality of the site and location as determined by a consensus of the evaluation team.

Examples of an average site (check all that apply):

_____Site is identified in an adopted local system-wide parks and recreation plan, but is not identified as a priority; or
_____Site provides adequate acreage for the intended development; or
_____Site will provide a protective buffer zone for an existing park; or
_____Good transportation access is provided to the site; or
_____Intended development will meet local recreation needs identified in an adopted recreation plan and/or citizen recreational needs survey.

B. Public recreational facilities provided by the project: (45 possible points)

Not applicable to land acquisition only projects.

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

☐ **Yes** ☐ **No**

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.

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:

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:

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:

The project will provide a trail or greenway (1/4 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:

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:

The Suitability of the Site for the Proposed Project. (5 possible points)

Explanations are needed in the application 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*

Planning: (20 possible points)

Master plan for a park and/or greenway system (10 points) *Does not apply for applications proposing only land acquisition.*

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)

Per the definition in the application guide, the Site Specific Master Plan Includes:

- 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 - a description of the how the park to be used by the public.
- Physical needs - Identify the physical needs. Include any acquisition, and capital improvements (rec. facilities, roads, utilities).
- Cost estimates for property acquisition and capital improvements, divided into phases if necessary.
- Site plans and illustrations depicting the boundaries of property / 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.
- The entire project scope, including all facilities, conforms to the plan.

Or, per the definition in the application guide, the Greenway Master Plan Includes:

- Vision, Goals and Objectives- The goals and objectives the local government would like the plan to accomplish related to the different use/benefits of the greenway, especially about recreation/health and fitness.
- 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 a 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; and Identify and discuss greenway development challenges such as floodways, active railroad tracks/crossings, major roadway crossings, etc.
- Mapping – the result of the above analysis is a map(s) and text to describe the proposed system. The map(s) should illustrate not only existing greenway system elements, but also the proposed greenway network envisioned by the local government
- Action Plan – develop a specific action plan that will position the local government to move forward in realizing the proposed greenway system. The plan should include a listing of action steps that set priorities; roles and responsibilities in implementing the plan; cost estimates, resources and potential funding options needed to address action steps; and greenway corridor segments identified as potential pilot project.

Comprehensive systemwide parks and recreation plan for the local government's jurisdiction (7 points)

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)

- **Per the definition included in this guide, the Comprehensive Systemwide Plan includes:**
- Project conforms to the plan
- Plan adopted within the past 10 years
- A description of the public's preferences for recreational activities and facilities.
- An evaluation of existing recreational facilities and park land 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 description of how the local government involved a broad range of its citizens as the planned. Examples: 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.
-

Capital improvement plan for parks and recreation (3 points)

☐ 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)

- **Per the definition included in this guide, the CIP, or similar document, includes:**
-
- Project Identified in CIP Plan (Capital ordinances/resolution not accepted)
- Approved by Local Government
- Plan is part of the local government's regular budget cycle
- Plan lists all parks & rec capital improvements for the local government

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

Recreational needs survey (5 points)

☐ The results of a survey to determine the recreational needs in the applicant's jurisdiction show that the residents support the project. The survey must be conducted during the past ten years.

The survey meets all the requirements below per the definition included in this guide.

- The questions must be clear and unbiased.
- The questions should not limit the citizens to choosing from a narrow list of recreational opportunities – place "other" for write in facilities.
- 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.
- Copies of the same questionnaire must be distributed to everyone in the sample.
- 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.
- The survey must have been conducted within the past ten years.
- The survey must be conducted, and results received before the local government begins planning the PARTF project.
- The application includes a copy of the questionnaire, the results, a description of how the survey was distributed, the date of distribution, the number of surveys distributed, population demographic information, and demographic data of the respondents.

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): _____

The meeting minutes were provided in the application, and the minutes show public support for the project.

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): _____

Application includes:

- 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.
- the minutes, including the discussion of the project, who was present and public comments.
- The minutes show public support for the project.

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:

Application includes:

- The agenda and/or correspondence or other documentation from the groups that confirm the meeting dates and the presentations given by the applicant
- 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.*

Applicant Self Score Total :

Appendix IV: Grant Application Templates

Application Certification & Approval by Local Governing Board
PARTF 2026-2027

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 for the PARTF 2026-2027 grant cycle.

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
PARTF 2026-2027

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 3, 2027. 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 Title Simple	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.

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.

NAME (Printed/Typed) _____ TITLE _____

SIGNATURE _____ Date _____