

**Sandusky County Park District  
Local Park Capital Improvement Grant Program  
Application Checklist**

This checklist has been developed to assist you in the completion of your application. This form does not need to be attached to your application.

\_\_\_\_\_ Resolution of Participation (**Required annually**).

\_\_\_\_\_ Applicant Eligibility Form (Annually).

\_\_\_\_\_ Project Application(s) (Maximum of three within established project cost levels).

\_\_\_\_\_ Project Cost Justification: (eg: contractor price quote, supplier price quote, copy of  
equipment supply catalog, etc.).

\_\_\_\_\_ Original Application which should be bound by a paperclip or binder clip but not stapled.

An additional digital copy may be emailed but will NOT substituted for a paper copy.

\_\_\_\_\_ Request of funds rounded to the whole dollar.

**For Applicants with Previously Funded Projects**

\_\_\_\_\_ Have all previously funded projects been completed?

\_\_\_\_\_ Have final reports been filed for all funded projects? (**Final reports must include required paid invoice and canceled check documents**)

\_\_\_\_\_ Has required grant program signage been placed and maintained?