

**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?