

Appendix II – Supplemental Information

The following items are required to include with the grant application:

1: Project Narrative / Scope of Work – Provide a thorough description of the project which includes the following: (a) a detailed scope of work including a project timeline, (b) the current conditions of the site; (c) the need for the project; (d) the expected results and benefits; (e) implements goals of the Livable Landscapes Plan; (f) consistent in recommendations/goals in existing local, state and regional comprehensive, parks, recreation and open space or natural resource management plans; (g) implementation of practices to promote sustainability; (h) the ability of the project to contribute to restoring waterways or lands for natural habitat; and (i) the regional impact the project will provide.

2: Cost Estimate – A detailed cost estimate of the total project, including cash and in-kind match contributions. For restoration, rehabilitation, and development projects, a detailed cost estimate prepared by a professional engineer or landscape architect licensed in Pennsylvania.

3: Map of Site Location – A color-coded map detailing the location of the project and pictures of the project site must be included. Also include a color-coded map of any regional connections.

4: Photographs of Site Location – Photographs that identify the existing project location must be accompanied by a comment noting the photograph's subject, date and location. Renderings of proposed project may be submitted in this section.

5: Survey Plan / Site Plan – A survey or site plan detailing the project, natural resources, improvements, and the location of existing structures. Renderings of proposed projects may be submitted in this section.

6: Funding Commitment Letters – Funding commitment letters, if available, from all other project funding sources (including equity commitments). Letters should include the term, rate, and collateral conditions and must be signed and dated. For in-kind contributions, include the itemized details of hours, salary, equipment use and labor (utilize approved municipal rates, PA Department of Labor, PEMA, or FEMA)

7: Resolution - A resolution adopted authorizing the submission of the application.

8: Non-Profit organizations - For non-profit organizations, documentation establishing the organizations tax exempt status under 501©(3) of the Internal Revenue Code of 1986; registration with the Bureau of Charitable Organizations, Pennsylvania Department of State; and existence for at least three consecutive years.

After submitting an electronic file, two printed copies of the completed application with all supplemental information and attachments must be mailed or delivered to:

Sherry L. Acevedo

Conservation Coordinator, Northampton County Division of Parks & Recreation

Louise W. Moore County Park

151 Country Club Road

Easton, PA 18045

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