

Project Sponsorship

*The Jamestown Parks and Recreation Foundation **Sponsorship Program** is intended to encourage partnerships between the Foundation and organizations throughout the community by providing means to sponsor projects with the Jamestown Parks and Recreation District. The purpose of the program is to advance recreational opportunities in the City of Jamestown.*

WHO CAN APPLY: Associations, organizations, clubs, or individuals in the Jamestown Parks and Recreation District who are interested in sponsoring a project may apply. Projects must be facility improvements and may include the purchase of recreation equipment.

PROJECT SPONSOR CERTIFICATION: The project sponsor must certify that their organization commits to fundraising for their share of the total estimated project's cost.

GREATEST CONSIDERATION: Projects that will receive the greatest consideration are as follows:

- Projects that fit into the Park District's strategic plan, mission and values.
- Projects that serve a wide variety of people or large number of people, rather than projects serving a limited group.
- Projects that can be used throughout the year -- more than one season.
- Projects that are on Park District property. Consideration will be provided for projects that are in partnership with other community entities.
- Projects with limited operational maintenance costs over an extended time period.
- Playground projects must comply with current playground standards and guidelines. Playgrounds that include accessibility features will receive the highest consideration.

NO CONSIDERATION: Projects that will **NOT** receive consideration for sponsorship:

- Projects on private property as fixed improvements that are not open to the public.

INITIAL PROJECT REVIEW: Prior to submission, **Amy Walters, Executive Director, must be contacted at 701-252-3982** to conduct an initial project review to make sure project meets minimum specifications.

APPLICATION REVIEW/INTERVIEW: Applications will be reviewed by the Jamestown Parks and Recreation Foundation Board and staff who may request a formal presentation at a board meeting. Final approval of project sponsorship will be contingent upon the Jamestown Parks and Recreation Board of Commissioners approving the project.

APPLICATION APPROVAL/DENIAL: Letters will be sent to all applicants, indicating the approval or denial of sponsorship. For those approved, an agreement will be sent to the successful project sponsors, which states the provisions of sponsorship.

ADMINISTRATION AND ACCOUNTING: Jamestown Parks and Recreation Foundation will serve as the fiscal agent for all projects to ensure compliance with tax deductibility and 501c3 regulations. A fiscal agent fee may be applied based upon scope of the project. Administration and accounting procedures are determined by agreement with approved parties. All approved projects on Park District property must follow Park District purchasing guidelines, local ordinances, and state laws. Upon completion of the projects on Park District property, Jamestown Parks and Recreation District assumes ownership of the improvement or equipment, unless other arrangements are agreed upon.

REPORTING REQUIREMENTS: Sponsoring organizations will be required to report on project status and fundraising progress on a quarterly basis.

RECOGNITION OF JRPD FOUNDATION: The approved projects shall have a recognition plaque, dedication, or some other recognition signifying the project is supported by Jamestown Parks and Recreation Foundation.

Project Sponsorship Application

Project Title:

Name of Organization Applicant:

Applicant Contact Person Name:

Email address:

Phone:

Description of Project: Project location and site maps. Include any design concepts, plans, or renderings.

Justification of Project: Statement of Need, Alignment with JPRD Strategic Plan, mission and values

Community Benefit: Estimated number of people benefited and age categories.

Project Timeline: Estimated project start date and completion date.

Project Budget:

- **Description of Expenses:**
- **Description and Amount of Funding Sources:** Indicate the fundraising goal and any funds already secured.

Donor Acknowledgement: Explain how donors would receive recognition of their gifts and thank yous.