



APPLICATION NARRATIVE

FCGI Bi-Annual Grant

Fox Cities Greenways Inc. has proudly developed a grant program to further the mission of “fostering the preservation and development of greenways and trails in the greater Fox Cities region.” This grant process will be evaluated on a bi-annual basis by the Greenways Board. Grant deadlines are February 1st and August 1st annually with evaluation and awards to follow the month after each deadline. Greenways welcomes applications related to the following grant categories. Please use the subpoints as examples of applications, questions about applicable projects should be directed to fcgreenways@gmail.com.

- **Infrastructure – Maximum request amount of \$10,000**
 - Bike and Pedestrian Trails (on road, off road, and dirt)
 - Installation of new trails and accommodations
 - Pavement Markings
 - Safety and Accessibility Improvement Projects
 - Wayfinding Signage or Educational Signs
 - Trail support facilities such as bathrooms, bike repair stations, etc.
 - Water Trails
 - Canoe/Kayak Launches
 - Wayfinding Signage or Educational Signs
 - Safety and Accessibility Improvement Projects
 - Trail support facilities such as bathrooms, bike repair stations, etc.
- **Equipment – Maximum request amount of \$5,000**
 - Bikes and Bike Rental Facilities
 - Canoe/Kayak Launch Rental Facilities
 - Bike Helmets
 - Life Jackets
 - Adaptive equipment/ADA accessibility enhancements
 - Maps
- **Events – Maximum request amount of \$2,000**
 - 5k/10k/Half Marathon/Marathon Races – That fundraise to support the trail system
 - Educational Programs for the trails
 - Trail Clean-ups

All grant awards are contingent upon a signed MOU between FCGI and grant recipients outlining the purpose and outcomes of the grant. Contingencies that may be required as part of the MOU can include recognition on signage, acknowledgment at events held, and creating separate funding categories under FCGI. Grants are awarded on a reimbursement basis pending submission of dated receipts or paid invoices with proof of payment. Invoices may not pre-date any grant award dates.

Please continue with Project Title section and Sections A – C as applicable to your project. Below is an outline of the required project proposal narrative. Please be as descriptive as possible, while remaining concise. Please see application sections and additional requested information included in subpoints. Include additional attachments as needed.

PROJECT TITLE:	
SPONSORING GOVERNMENTAL OR NON-PROFIT ENTITY (IF APPLICABLE):	
TYPE OF REQUEST (INFASTRUCTURE, EQUIPMENT, EVENT):	
PRIMARY CONTACT:	TITLE:
PHONE NUMBER:	E-MAIL:
PROJECT LOCATION:	
AMOUNT REQUESTED:	TOTAL PROJECT BUDGET:
PROJECT START DATE:	PROJECT END DATE:
PRINTED NAME:	DATE:
SIGNATURE:	

PROJECT PROPOSAL NARRATIVE

SECTION A – PROJECT INFORMATION

1. Project Description/Improvements/Events
2. Project Design (to include engineering documents, specs, conceptual plans if applicable) pictures, or event outline.
3. Timeline for Implementation including benchmarks that measure progress and a project deadline estimate or completion date.
4. Explain the project outcome or event goals by including project service area, target audience to benefit from receiving the grant and how success will be measured during and after project completion.
5. Explain how the project fits the mission of FCGI of "Fostering the preservation and development of greenways & trails within the greater Fox Cities region."

SECTION B - FUNDING

1. **Community Support**– Please describe the community support towards this project. Please list other businesses, non-profits, or government entities that support the project (e.g. bike & pedestrian plans or a Comprehensive Open Space and Recreation Plan). Formal letters of support from these agencies are strongly encouraged.
2. **Supported Funds** – Please provide a list of any other committed funds for this project.
3. **Project Budget** – Please provide a comprehensive project budget including all revenues and expenses related to the total project budget. Please include bid documents if applicable.
4. **Previous Fox Cities Greenways Grants** – Have you received funds from Fox Cities Greenways in the past? If yes, please list dates of grant awards and amounts.

SECTION C – INFRASTRUCTURE AND EQUIPMENT ONLY -

1. Please include a map highlighting where infrastructure will be placed or where equipment can be used, be sure to showcase any infrastructure connections with other developed trail systems.
2. Infrastructure Projects: Please share who is the owner of the land in which the project is to be developed.
3. Plan for future maintenance (budget dollars, ownership, seasonal use and maintenance)