



RENO COUNTY SPECIAL PARKS & RECREATION FUND

Application Form

SECTION 1: Applicant Information

Organization/City Name: _____

Primary Contact Person: _____

Title/Position: _____

Mailing Address: _____

Phone: _____ **Email:** _____

Type of Organization (check one):

- Incorporated City within Reno County
- Nonprofit Organization (attach proof of 501(c)(3) status if applicable)
- School or School District
- Community/Youth Organization
- State Agency (KDWP Partnership)
- Other (describe): _____

SECTION 2: Project Summary

Project Title: _____

Project Location: _____

Brief Description of Project (1–2 sentences):

SECTION 3: Project Details

A. Project Goals & Community Benefit

Describe the purpose of the project and how it will serve the residents of Reno County.

B. Target Population

Who will benefit? (e.g., youth, seniors, underserved communities, county-wide public).

C. Alignment with Fund Objectives

Explain how your project supports one or more of the Fund’s objectives (equitable access, wellness, environmental education, youth engagement, etc.).

SECTION 4: Scope of Work

List key activities, phases, and timelines.

Activity / Task	Start Date	End Date	Responsible Party

Expense Category	Reno County Special Parks & Recreation Fund Request	Other Funding Sources	Total Cost
Equipment / Materials	\$	\$	\$
Construction /Installation	\$	\$	\$
Program Delivery Costs	\$	\$	\$
Marketing / Outreach	\$	\$	\$
Other (specify)	\$	\$	\$
TOTAL	\$	\$	\$

Other Funding Sources (if any): _____

SECTION 5: Project Sustainability

Describe how the project will be maintained or supported after Special Parks & Recreation Fund dollars are spent.

SECTION 6: Attachments Required

- Map or photos of project site (if applicable)
- Letters of support or partnership agreements (if applicable)
- Proof of nonprofit status (if applicable)
- Detailed budget breakdown (optional if not already in Section 4)

SECTION 7: Certification & Signature

I certify that the information provided in this application is true and accurate to the best of my knowledge, and that funds received will be used only for the purposes outlined in the application and in compliance with the Reno County Special Parks & Recreation Fund Policy.

Signature: _____

Name & Title: _____

Date: _____

Signature (type full legal name): Typing my name above constitutes my legal signature and affirms the certification stated above.

Submission Instructions

- **Deadline:** February 27 (annually)
- Submit by email to: ParksAndRecFund@renocountyks.gov
- Or mail/deliver to: Reno County Administration, 206 W. 1st Avenue, Hutchinson, KS 67501