



**Passaic County Open Space, Farmland,  
& Historic Preservation Trust Fund**  
**2019 PARK DEVELOPMENT GRANT APPLICATION**

**ATTACHMENT CHECKLIST**

This checklist is enclosed to ensure that you submit a complete application. Before submitting your application, be sure to run through the following checklist:

- Completed Application**
- Site location map (legible street map)**
- Tax map outlining boundaries of the site and identifying adjacent land uses**
- Conceptual Site Plan** – plans should be prepared by an authorized, licensed professional. Site plans should identify all proposed facilities as well as any existing facilities and improvements
- Cost estimate** – units and quantities, prepared and signed by an authorized, licensed professional
- Projected timeline for completion**
- Breakdown of annual operating expenses after development of the site**
- Permit inquiries** – Applicants with projects requiring permits, grants, or other approvals must contact all applicable permitting agencies to secure permit information and application materials prior to the submission of an application.
- Advertising of public hearing**
- Minutes of public hearing** – portion pertaining to this application only
- Resolution** from the governing body authorizing the municipality or nonprofit to submit the application
- Photographs of Site**



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**ADDITIONAL REQUIREMENTS FOR NON-PROFIT ORGANIZATIONS:**

- Please provide a copy of the current IRS determination letter;
- A copy of the organization's W-9 form (showing EIN);
- A copy of the NJ Business Registration Certificate (BRC) – don't have one? Apply online at: <http://www.state.nj.us/treasury/revenue/busregcert.shtml>
- Management/Lease Agreement - *If you are a non-profit developing municipal parkland, you must have an **executed memorandum of agreement** setting the roles and responsibilities of each party with respect to the improvements and maintenance of the project.*

**SUBMISSION REQUIREMENTS**

- Please submit **one (1) paper copy and one (1) electronic copy** for the following materials:
  - o Application Forms
  - o Proposals from Professionals, Consultants, Contractors, etc.
- The following materials can be submitted as an electronic copy:
  - o All photos as JPEG images
  - o All other supporting documentation (preferably in PDF format)
- Submittals shall be bound by paper clip or binder clip only. The use of binders, plastic separators, non-recyclable materials, etc. are strongly discouraged. Submittals will not be evaluated on the basis of the aesthetic of the package.
- Please be advised that handwritten submissions of applications will not be accepted. Fillable PDF forms are available online at our website [www.passaiccountynj.org](http://www.passaiccountynj.org) or by emailing the Open Space Coordinator at [kathleenc@passaiccountynj.org](mailto:kathleenc@passaiccountynj.org)

**Completed Park Development Grant Applications and all required materials, shall be submitted by Friday, March 15, 2019, no later than 4:00PM to:**

Kathleen M. Caren, Open Space Coordinator  
County of Passaic  
Department of Planning and Economic Development  
930 Riverview Drive, Suite 250  
Totowa, NJ 07512

**For any questions, please contact Kathleen M. Caren, Open Space Coordinator: [kcaren@passaiccountynj.org](mailto:kcaren@passaiccountynj.org) or 973-569-4049.**



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Project Name: \_\_\_\_\_ Priority: \_\_\_\_\_

**I. Applicant Information**

Type of Organization:      Local Government Unit      Non-profit

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Town/State/Zip: \_\_\_\_\_

Municipality: \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Relationship of applicant to subject property:**

Owner

Lease (*Please include copy of the lease with your application*)

If lease, owner's name: \_\_\_\_\_

Management Agreement (*If you are a non-profit developing municipal parkland, include a copy of Resolution approving the project application from the governing body*)

Other: \_\_\_\_\_



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**II. Project Information**

**Project Name:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**Total Area (Acres):** \_\_\_\_\_

**Existing Use:** \_\_\_\_\_

**Project Description** (Please include conformity with local, county, regional, and/or state master plans; and describe, if applicable, any restrictions such as encumbrances, utility easements, etc.):



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**III. Project Budget**

Soft Costs: \$ \_\_\_\_\_

Construction Costs: \$ \_\_\_\_\_

Equipment Costs: \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

**IV. Other Sources of Funding**

Green Acres Grant/Loan: \$ \_\_\_\_\_

Passaic County Open Space Trust Fund Grant(s): \$ \_\_\_\_\_

Local Government Unit Open Space Trust Fund: \$ \_\_\_\_\_

Local Government Unit Funds: \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

**V. Unexpended Funds from previous Passaic County Open Space,  
Farmland, & Historic Preservation Trust Fund Grant Awards**

Project Name	Grant Year	Amount Awarded	Amount Expended	Amount Unexpended



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**VI. Certification**

**The applicant certifies the following:**

- a. The filing of this application has been approved by the governing body of the applicant;
- b. The facts, figures, and information contained in this application, including all attachments, are true and correct;
- c. Any funds received will be expended in accordance with the grant agreement to be executed with the County of Passaic; and
- d. The individual signing has been authorized by the organization to do so on its behalf, and by his/her signature, binds the organization to the statements and representations contained in the application.

Acting as a duly authorized representative for the applicant organization, I am submitting this request for assistance from the Passaic County Open Space, Farmland, and Historic Preservation Trust Fund.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_