



Documentation of Parks & Recreation Function

Indiana Community Development Projects, Inc. (ICDP) is requesting documentation to verify that invited cities and towns have sufficient resources and/or expertise to successfully plan, design, execute and maintain park improvements and related programming to be considered eligible for a CPI grant. The Submittable grant management platform has fields provided to collect responses from Section 1 and documents from Section 2 .

ICDP must receive all information requested on this form as part of the grant application.

1. Brief Description of Parks & Recreation Function:

Briefly describe how the city or town authority currently manages and maintains its parks and implements any park improvements.

- If there is a department tasked with these responsibilities (e.g., parks & recreation, public works or the like), please provide information about its annual budget, staffing and how it is accountable to the city or town authority.
- If these responsibilities are performed by an outside contractor (e.g., landscape company or nonprofit partner), please provide the budgeted amount for the outsourced contract, the name of the contractor, how long the arrangement has been in place and whether it is expected to continue, and who is responsible for managing the contractor.

2. Appendices – The city or town must include the relevant budget or description of funding sources for the parks and recreation function and at least one, or more, if necessary, of the documents listed below, to substantiate the relationship described in Section 1:

- A. Organizational Chart
- B. Responsibilities for key staff
- C. Charter of Department or similar document
- D. Other (e.g., agreement with contractor or nonprofit partner)