

LARAMIE COUNTY CLERK BOARD OF COUNTY COMMISSIONERS AGENDA ITEM PROCESSING FORM

1. DATE OF PROPOSED ACTION: July 19, 2016

2. AGENDA ITEM: Appointments Bids/Purchases Claims
Contracts/agreements/leases **Grants** Land Use: Variances/Board App/Plats
Proclamations Public Hearings/Rules & Reg's Reports & Public Petitions
Resolutions Other

3. DEPARTMENT: Grants

APPLICANT: Rec Board

AGENT: Sandra Newland

4. DESCRIPTION: Consideration of a resolution to submit a grant application to the Union Pacific Foundation on behalf of the Laramie County Recreation Planning and Advisory Board for funding in the amount of \$75,000 to be used towards installing and purchasing playground equipment for Clear Creek Park.

5. DOCUMENTATION: 1 original

RECEIVED AND APPROVED AS
TO FORM ONLY BY THE
LARAMIE COUNTY ATTORNEY

Clerks Use Only:

Commissioner

Ash _____

Heath _____

Holmes _____

Kailey _____

Thompson _____

Action _____

Postponed/Tabled _____

Signatures

Co Attny _____

Assist Co Attny _____

Grants Manager _____

Outside Agency _____

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE UNION PACIFIC FOUNDATION, ON BEHALF OF THE LARAMIE COUNTY RECREATION PLANNING AND ADVISORY BOARD FOR FUNDS TOWARDS THE LARAMIE COUNTY CLEAR CREEK PARK PLAYGROUND PROJECT, ON BEHALF OF THE GOVERNING BODY OF LARAMIE COUNTY, WYOMING IN THE AMOUNT OF \$75,000.00

FOR THE PURPOSE OF: REQUESTED FUNDS WILL BE USED BY THE LARAMIE COUNTY RECREATION PLANNING AND ADVISORY BOARD TOWARDS PROVIDING A PLAYGROUND AT CLEAR CREEK PARK LOCATED AT 251 SOUTHWEST DRIVE, CHEYENNE, WY 82007.

WITNESSETH

WHEREAS, the Governing Body of Laramie County desires to participate in the Union Pacific Foundation grant by sponsoring this grant application to assist in financing this project; and

WHEREAS, the Governing Body of Laramie County has been provided with preliminary cost estimates and information on this project; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LARAMIE COUNTY that a grant application in the amount of \$75,000 be submitted to the Union Pacific Foundation for consideration of assistance in funding the Laramie County Clear Creek Park Playground project.

BE IT FURTHER RESOLVED, that Sandra Newland, or her successor in the position of Laramie County Grants Manager, is appointed as agent of the Laramie County Board of Commissioners to execute and submit applications and certifications for these funds and to receive funds and implement the programs funded under this grant.

PASSED, APPROVED AND ADOPTED THIS 19th DAY OF July, 2016.

By: _____

Date: _____

K.N. Buck Holmes, Chairman

ATTEST:

Date: _____

Debra Lee, Laramie County Clerk

Received and Approved as to Form only By:

Mark Voss, County Attorney

Date: 7/19/16

Sandra Newland

*Unanimous Rec Board
Approval by email vote*

From: Sandra Newland
Sent: Friday, July 01, 2016 11:55 AM
To: 'Sonja Fornstrom'; Tom Morgan; 'Jon Moore'; 'Bill Miller'; 'Cindy Schneider'; Michael Pearlman (michael.pearlman@gmail.com); 'Brad Emmons' (Emmons@avipc.com); Linda Heath
Subject: FW: Your Union Pacific Foundation Application

Good Morning Rec Board Members,

Stage one of the Union Pacific Application is extremely basic (see below). The information below would be submitted and then we get invited to Stage two if they are interested in our project.

Since the application is extremely simplified and does not include project details, would the board consider an email vote on whether to submit this Stage One Application to the Union Pacific Foundation at this time instead of waiting for the August Board meeting? If approved by the Board I could put this item before the commissioners at their July 19th meeting and have the application submitted that day.

Let me know if you have any questions or concerns.

Thank you!
~Sandra

Sandra Newland

Laramie County Grants Manager
309 W. 20th Street, Suite 3100
Cheyenne, WY 82001
307-633-4201 (Phone)
307-633-4285 (Fax)
snewland@laramiecounty.com

From: Union Pacific Foundation [mailto:mail@grantapplication.com]
Sent: Friday, July 01, 2016 11:45 AM
To: Sandra Newland
Subject: Your Union Pacific Foundation Application

Your application has been saved successfully, and the tracking number is 100300. To return to your application at a later time, log in to your "My Account Page" by clicking this link:
https://www.grantrequest.com/SID_318?SA=AM. For your records, here is a copy of the contents of your application:

Quick Tips

For this application we are asking for basic information only. You will be able to provide more narrative in the Stage Two application.

You have the ability to save and come back to your application at a later time by selecting the "Save and Finish Later" button at the bottom of each page.

To move to the next page, select the "Next" button at the bottom of the page or the next tab at the top of the page.

DO NOT use the "Back" or "Forward" buttons on your browser to navigate through the application.

Please note that the application uses word limits, not character limits. Word limits are noted and a counter provided.

Spell check is available by selecting the check mark next to the field.

Please use appropriate punctuation and capitalization.

Organization

Organization Name

Laramie County, Wyoming

Organization Mailing Address

DO NOT include city and state. DO NOT include physical address if different from mailing.

309 W. 20th Street, Suite 3100

Organization City

Cheyenne

Organization State

WY

Please select the same state.

Wyoming

Postal Code

82001

Phone (xxx-xxx-xxxx)

307-633-4201

Organization General E-mail Address

snewland@laramiecounty.com

Organization Website

<http://webgate.co.laramie.wy.us>

Organization Mission Statement

We are a governmental entity that provides services to the public of Laramie County.

Application Primary Contact

Provide the contact information for the person responsible for completing the application.

Prefix

Ms.

First Name

Sandra

Middle Initial

L

Last Name

Newland

Suffix

Title

Laramie County Grants Manager

Address

309 W. 20th Street, Suite 3100

City

Cheyenne

State

WY

Postal Code

82001

Applicant Phone (xxx-xxx-xxxx)

307-633-4201

Extension

Applicant E-mail

snewland@laramiecounty.com

Proposal

Project Description: Provide a brief description of the project/program for which you are requesting funds. (i.e., to support a summer concert series; to beautify a neighborhood park; to host an exhibit, etc.)

To bring safe playground equipment to Clear Creek Park to be utilized and enjoyed by all ages.

Request Amount

75000.00

Select the "Printer Friendly Version" link to print a hard copy of this application for your file.

Select the "Review and Submit" button at the bottom of this page to review the entire application for accuracy. PLEASE NOTE THAT BY SELECTING THIS BUTTON YOU HAVE NOT YET SUBMITTED YOUR APPLICATION TO US.

After reviewing the application select the "SUBMIT" button at the bottom of the page to send the application to us. Once submitted you will no longer have access to this document.

A system generated confirmation e-mail will be sent to your account e-mail address. If you are using a spam blocking tool please add UPF@up.com to your "approved" e-mail contacts.

If you do not receive this confirmation within 24 hours, your application may not have been received by the Foundation. Log in to your account through this link: https://www.grantrequest.com/SID_318/?SA=AM check under "Submitted Applications" to confirm your application was sent. If you do not have an application listed under "Submitted Applications" check the "In Progress Application". You may need to resubmit your application.

DO NOT send a hard copy of this application or additional information to the Foundation as this is all the information we need.



BUILDING AMERICA

Community-Based Grant Program

General Criteria

The Foundation awards grants through an annual application process through which nonprofit 501(c)(3) organizations located in Union Pacific communities may apply. **Applications are accepted only through the online process.**

Copies of the application mailed to the Foundation will be returned.

The Foundation does not provide leadership gifts or support requests for which it is asked to be the sole funder. An organization is allowed to complete only one application for only one program/project during the open application process.

Applications undergo a competitive review process. A Foundation invitation to submit an application in no way guarantees funding of that request. The Foundation receives a multitude of grant requests for worthwhile projects every year. In a typical year, we are able to provide some level of funding to about 50% of the requests. The volume of funding requests received also precludes providing individual critiques of unsuccessful requests.

To see recent grants awarded to organizations in your state or community, please visit our Community News Releases section and look for your state.

Who Can Apply

The Foundation requires that an organization be located in a community served by Union Pacific Railroad, is a 501(c)(3) public charity as identified by the IRS, or Municipality, and falls within one of the two areas of interest outlined below.

1. **Union Pacific Community:** The community where the organization is based must be served by Union Pacific Railroad. (If you are not sure, check our map where Union Pacific Railroad operates in the United States.) Your community must be located on or be reasonably close to these railroad lines. The Foundation does not accept applications from organizations located outside the Union Pacific served area even though the intent may be to operate a program in a Union Pacific community or county.
2. **Public Charity or Municipality:** The organization must have a current 501(c)(3) public charity status and further, be classified as an organization described in sections 509(a)(1) or 509(a)(2) under 170(b)(1)(A)(vii) of the Internal Revenue Code. Applications will not be accepted from private foundations or a disqualified supporting organization with the meaning of section 4966 (d)(4) of the Internal Revenue Code of 1986, as amended (the "Code"). Municipalities located on Union Pacific rail lines may apply for programs/projects that benefit the entire community and that are not funded by property tax funds.
3. **Areas of Interest:** The Foundation has a strong interest in promoting program effectiveness among nonprofits. To that end, the Foundation will dedicate the majority of these grants to help nonprofit organizations build their capacity by helping new or existing programs reach more people or reach them more effectively. The Foundation will be particularly receptive to proposals that fall within the following categories:
 - » **Community and Civic:** To assist community-based organizations and related activities that improve and enrich the general quality of life in the community. This category includes organizations such as aquariums, botanical gardens, children's museums, history/science museums, public libraries, public television and radio, zoos, etc.
 - » **Health and Human Services:** To assist organizations dedicated to improving the level of health care and providing human services in the community. Local affiliates of national health organizations may apply for local programs only, but not for general operating support.

The Foundation generally will not consider a request from/for:

- › Individuals
- › Organizations/projects/programs that do not fit within the Foundation's funding priorities
- › Organizations without a current Section 501(c)(3) public charity designation from the Internal Revenue Service
- › Public charities classified by the IRS as a 509(a)(3) Supporting Organization Type III "Other."
- › Emergency responders who do not have a 501(c)(3) public charity classification, i.e. Fire, Police, Sheriff departments or districts; ambulance services, etc.
- › Organizations that channel grant funds to third parties
- › Organizations whose dominant purpose is to influence legislation or participate/intervene in political campaigns on behalf of or against any candidate for public office
- › Organization/projects/programs for which the Foundation is asked to serve as the sole funder
- › Organizations that already have an active multi-year Union Pacific Foundation grant
- › Religious Organizations for non-secular programs (i.e. programs which promote religious doctrine)
- › Non US-based charities
- › Organizations whose program activities are mainly international
- › Elementary or Secondary schools
- › Athletic programs or events
- › Donation of railroad equipment
- › Conventions, conferences or seminars
- › Banquets, galas, walks, runs etc.
- › Fellowships or Research
- › Loans
- › Labor organizations
- › Organizations whose programs have a national scope

How to Apply

Union Pacific Foundation will **accept only online applications** through the two-stage process outlined below. Printed copies of the application are not available and will not be accepted.

Your computer must have one of the following browsers, with cookies enabled, to access the forms:

- › Internet Explorer 7.0, 8 and 9
- › Mozilla Firefox (for PC and Mac)
- › Safari (for PC and Mac)
- › Google Chrome

Note: If you are currently using a SPAM-blocking tool, please add upf@up.com to your "approved" email contacts.



Stage One: Preliminary Application – Due by 4:00 p.m. CDT August 14.

Please check back in July, when the 2016 application process begins.

Note: A last-minute submission of your Stage One Application Form may not allow for "processing time" of that Application, or, if your Stage One Application is accepted to move on to Stage Two, you may not have allowed yourself enough time to complete the Application by Midnight, August 15.

The Foundation will notify you of acceptance or rejection of your preliminary application via your account email address. Please call the Foundation at 402-544-5600 if you do not receive a response from us in a timely manner.

Stage Two: Final Application – Due by Midnight CDT, August 15

Instructions on how to access your **Stage Two Application** (through your account) will be included in the notification email. Stage two allows you to provide more details about your organization and the program/project for which you are seeking funds.

Applications undergo a competitive review process. A Foundation invitation to submit an application in no way guarantees funding of that request. The Foundation receives a multitude of grant requests for worthwhile projects every year. In a typical year, we are able to provide some level of funding to about 50% of the requests. The volume of funding requests received also precludes our providing individual critiques of unsuccessful request.

When to Apply

Note: we are making changes to our grant application and revising the application period. Please visit the site again on July 1 to access the application. Please note the August 15 deadline will not change.

July 1, 2016	2016 open application process begins
August 15, 2016	2016 full applications must be submitted online by midnight CDT
February 2017	Applicants notified of grant status