



3 Mile Creek Trail Clean Community Grant Program Guidelines and Application Packet

1. ABOUT THE PROGRAM

The 3 Mile Creek Trail Clean Community Program was designed to keep the 3-Mile Creek Trail clean and funding organizations in the process. By organizations participating in this program we keep our 3-Mile Creek Trail free of trash, debris, and litter. In turn, the organization receives funding from the City of Leavenworth for their organization.

2. MISSION AND GOALS

The mission of the City of Leavenworth 3 Mile Creek Trail Clean Community Program is to continue to have a great area for residents and visitors of the City of Leavenworth to walk, bike, and enjoy the sights of the City while helping organizations with funding.

3. POLICIES AND PROCEDURES

Grants are available to organizations that are Non-Profit or under the umbrella of a Non-Profit organization. Criteria is as follows:

- a. Grant applications are accepted and approved on a first come, first served basis from March – November.*
- b. A minimum of 10 participants is required.*
- c. Project must be completed within the assigned month, between the dates of the 10th and 20th of that month.*
- d. Steve Grant and Charity Frey must be notified as soon as your group has been scheduled and must be reported on or before the 1st of the month you are assigned.*

- e. *The grant award shall not exceed the amount of \$500.*
- f. *Applicants will be notified of grant award via letter or email.*
- g. *All participants must be at least **14 years of age or older**, and must sign a waiver.*
- h. *A volunteer agreement form must be filled out by EACH individual working on the project. A representative from your group must deliver all volunteer agreement forms to Charity Frey in the City Manager's office at City Hall, 100 N. 5th St., Leavenworth, KS 66048 a minimum of ONE WEEK prior to your cleanup project date.*
- i. *Participants will pick up all trash, debris, and litter along the trail. Any large items should be reported to the program director.*
- j. *The program will only be offered to organizations within the City of Leavenworth.*

4. APPLICATION PROCESS

Applications will be approved on a first come, first served basis and will be reviewed and approved by the Director of Parks and Recreation. All applications must be delivered to:

Charity Frey, Executive Administrative Assistant
City of Leavenworth City Manager's Office
100 N. 5th St. Leavenworth, KS 66048
cfrey@firstcity.org • 913-680-2604

PROJECT COMPLETION REPORT

The area of clean-up will include the 3 Mile Creek Trail starting at the river and ending at N Broadway St. Clean-up must be completed between the 10th and 20th of the month, and will be inspected for approval prior to funding.

Upon completion of the project, groups must complete the Grant Completion Report form included with the application packet and return it to Charity Frey in the City Manager's office. Upon processing of this form, cleanup inspection and approval by the Director of Parks and Recreation or designated representative, funding will be dispersed. The Director of Parks and Recreation or designated representative reserves the right to require additional cleanup if the project is considered incomplete upon inspection. Should the project not be completed within the designated time frame, the participating group shall forfeit the \$500 grant money.

5. QUESTIONS

- For assistance contact the City Manager's Office at 913-680-2604

Final determination of grant funding is solely at the discretion of the City of Leavenworth Parks and Recreation Department. The program has the right to approve or deny any grant application.



3 Mile Creek Trail Clean Community Program Grant Application

Please review the Grant Guidelines before completing this form.

1. Business Information

Organization Name _____

Project Manager Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Telephone (____) _____ E-mail Address _____

Organization's Web Site _____

2. Organization Information

501(c)(3)?

Yes

No

Year Established: _____

Total Number of Staff: _____

Total Number of Volunteers: _____

Brief Description of Organization: _____

Organizational Mission Statement: _____

3. Mail, hand deliver, or email the original of the completed application to:

Charity Frey, Executive Administrative Assistant
City of Leavenworth City Manager's Office
100 N. 5th St. Leavenworth, KS 66048
cfrey@firstcity.org • 913-680-2604

4. Authorized Signatures

I have read the grant guidelines and have completed this application. By signing below, I certify that the information provided is true and correct.



**3 Mile Creek Trail Clean Community
Grant Completion Report**

The Completion Report must be submitted to the Parks and Recreation within **10 days** of project completion. Grant awardees must complete this form fully. Funding will occur after form processing, clean-up inspection and approval by the Director of Parks and Recreation

Organization Name _____

Clean-up Completion Date _____

Documentation (photos, list of volunteers, consent forms) _____

Additional information _____

Return completed form to:

Charity Frey, Executive Administrative Assistant
City of Leavenworth City Manager's Office
100 N. 5th St. Leavenworth, KS 66048
cfrey@firstcity.org • 913-680-2604

Make check payable to:

Address: _____ City _____ Zip _____

The above completion report is an accurate representation of the project.

Signature _____ Date _____