



Mastenbrook Volunteer Matching Fund Grants Program Application Form

PLEASE PRINT. Please provide all information requested. Attach additional sheets and/or materials as needed to support your request.

1. Grantee Information

Name of Individual or Organization: _____

Contact Person: _____

Mailing
Address: _____

Phone: () _____

Email: _____

2. Project Title

3. Funding Requested for this project

Applicant may apply for more than one project per fiscal year; however, the combined total of grant funding awarded may not exceed \$20,000 within a fiscal year.

Amount: _____

4. Project Description

Provide a description of your project. Attach drawings or specifications for materials proposed for purchase. If educational materials are proposed, provide a mock-up or example of how the product will look, how it will be posted or distributed, and an example of the content. Provide a detailed map and other visual materials, site plan, drawings, photos, cross sections or a mock-up of your project and what the finished product will look like. *Provide as much detail as you can to help evaluators clearly understand your project.*

5. Public Benefits

Explain why your project is important and why it is needed? Who are the intended users? How will the public benefit? How many and what different types of users do you expect? How does this project provide new recreational opportunities for the intended users? Does your project solve a problem or provide important missing services? *Please be aware that projects must be ADA compliant.*

6. Sponsor Commitment

What experience do you or does your organization have in accomplishing similar projects? Who will be responsible for organizing and assigning the work to insure successful project completion? You will need to document all project expenditures. What is your plan for documenting the work (photographs, video, written documentation, etc.)? Describe what maintenance the improvement will require and how the maintenance will be accomplished over time.

7. Proposed Budget

Provide a detailed and complete budget. Include enough detail for evaluators to understand exactly what grant funds will be used for, how you arrived at the prices (e.g. price quotes, website screenshots, etc.) for services, labor, materials, equipment, etc., and the same level of detail about the amount and source of matching funds.

8. Funding Process

The Park Authority prefers to reimburse grantees after the work is completed. Please check one of the following:

- We understand that we will receive the grant funds from the Park Authority after we complete the project and furnish receipts with our letter requesting payment.
- We must have the Park Authority pay the grant-funded portion of project costs during the course of the project. (Grant funds are remitted directly to vendors or suppliers, not to the grantee.)

Signature _____ *Date* _____

Submit application to:

Fairfax County Park Authority
12055 Government Center Parkway, Suite 927
Fairfax, Virginia 22035-1118

Attn: Julie Tahan, Community Support Specialist
Park Operations Division
703-324-8740
Julie.tahan@fairfaxcounty.gov

FOR OFFICE USE ONLY	
Date received	
Delivery method	