

2026

MASTER PLAN

IMPROVEMENT GRANT

PROGRAM

Round Two : 9/2/26 – 9/25/26



Pickaway County Park District
2026 – Master Plan Improvement Grant

Park and Trail Grant Program Summary: Since 2015, the Pickaway County Park District has awarded over \$689,550 to support 75 local park and trail projects here in Pickaway County.

In November of 2017, the citizens of Pickaway County approved a 10-year levy to support Park District operations and to increase and improve parks and trails throughout the county. To follow through with promises made during the levy campaign, the Park District has set aside \$100,000 of its 2026 appropriations, for the 12th round of park and trail grants.

This year the Park District Park & Trail Improvement Grant (PTIG) program did not receive enough funding requests to award the entire \$100,000 budgeted. Therefore, the Park District is offering a second-round application opportunity for the remaining \$45,000 in the 2026 budget allocation. Unfortunately, the project completion date of November 2, 2026 will not be extended. Therefore, while the second round application deadline will be September 25, 2026, the application process will close as soon as \$45,000 in eligible requests have been received. If your organization intends to submit an application, feel free to contact the Park District at 740-420-5451 to verify that funds still remain.

Who is Eligible to apply: Cities, villages, or townships within Pickaway County that have completed a Park Master Plan with the Pickaway County Park District and have **not** already received 2026 PTIG grant awards. Eligible parks that have completed a Master Plan **not** through the PCPD grant program **must** submit their Master Plan for approval by the PCPD staff before applying. *Schools and nonprofits are currently not eligible applicants. Nonprofits may request funds through a township or village if applicable.*

What are the Eligible uses of grant monies: Applicant must have previously completed a Master Plan for your park through either the Park District's Park and Trail Master Plan Grant Program or with a similar certified Master Plan process to be considered eligible. Your proposed project must be listed on your existing certified Master Plan. Given the short turnaround time for this second-round application, the Park District suggests projects such as surfacing (mulch, gravel, etc.), fencing, picnic tables, benches and similar amenities.

How much are we allowed to request: Applicants may request up to 90% funding of a projects total cost up to \$45,000 for a Master Plan Improvement project.

Note: since this is a second-round offering – there is only \$45,000 total available and will be awarded on a first come, first served basis due to the short timeframe until the November 2nd project completion deadline.

Do we have to provide a cash match to apply/receive a Grant: Yes - A 10% cash match is required in this year's cycle. Please also note that this grant program is a reimbursable grant – your organization will need to have sufficient funds available to fully complete the project before reimbursement can occur. If you have cash match questions or concerns, please contact the PCPD staff before applying.

Are there any special requirements should we receive a grant: If you are selected to receive a Pickaway County Park District (PCPD) Master Plan Improvement Grant, before you receive

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reimbursement you must complete the required Final Report. This report will include: a picture of the completed project, a photo of the posted sign acknowledging PCPD's contribution to the grant project at the park or trail (PCPD will supply this sign), a scheduled date for a site visit and check presentation with photos; and documentation that you shared your project with your community through social media, a newsletter or by other means.

Note: If you received a grant in the past and have not yet completed the project or have not completed all parts of your Final Report, you will not be eligible to apply for funds in 2026.

How do we apply for the 2026 Park and Trail Grant: To apply for a 2026 PCPD Master Plan Improvement Grant, complete Forms 1 thru 4 and mail them, along with all appropriate attachments, to the **Pickaway County Park District, 16405 US Highway 23, South Bloomfield, Ohio 43103**. You may also drop off your completed application to the Pickaway County Park District office in person Monday – Friday 8am-4pm at the above address or email the completed application to:

wcaudill@pickawaycountyohio.gov

You can print an application off from our website at <https://www.pickawaycountyparks.org/grant-program/> or pick up a copy in our office. **Applications must be received by 4PM Friday September 25th, 2026.** Please note that your contact persons must be reachable by email and phone. Our primary mode of contact will be through email.

Program process/timeline: All grants are scored by a committee based on several factors, including: past PTIG performance (if applicable), thorough application completion and timeliness of submission. To see an example of the scoring criteria rubric please contact Wendi Caudill at

wcaudill@pickawaycountyohio.gov.

Grant Awards will be announced as eligible projects are approved. The application process will close once the \$45,000 in available funds are exhausted. A grant agreement will be mailed to the grantee shortly thereafter detailing the grant award and the process for receiving payment. Once you receive a copy of the signed agreement you may then begin your project. **All grant projects, with all components of the Final Reports, must be completed and received by the Park District by 4pm Monday November 2nd, 2026, to receive reimbursement. If you do not complete the Final Report you are not eligible to apply in the next grant cycle.**

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Form # 1- General Project Information

Applicant Agency:	
Applicant Agency Phone:	
Applicant Agency USPS Mail Address: (must be the address where you can receive USPS mail)	

Agency Contact Person: (Person available during Normal Work Hours)	
Email of Agency Contact Person:	
Phone Number of Agency Contact Person:	
Secondary Agency Contact Person:	
Secondary Email of Agency Contact Person:	
Secondary Phone Number of Agency Contact Person:	

Project Title:	
Project Location:	
Brief Description of Project:	

Total Project Costs:	
Requested Amount from Pickaway County Park District:	
Source(s) of additional Funds to be utilized on project, if applicable: i.e. match funds	

Projected Project Completion Date:	
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Form # 2- Detailed Project Description

Project Title:	
Address/Location(s) of Proposed Project: (Please also attach map of proposed area with labels)	

Describe IN DETAIL Proposed Project • Include a copy of your <u>completed Master Plan</u> and cite where this project is mentioned • Explain your project fully, with specific details explaining why your project should be considered *If you need more space, please attach pages	<u>Proposed Feature</u>	<u>Location on Master Plan</u>
Timeline of Project:	(See Attachment I)	
Letters of Support:	(Attach Any Letters of Support at End of Application)	
Photos of Location and Other Maps:	(Attach to End of Application)	

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Form # 3– Detailed Project Budget

Eligible Costs		Applicant Share <i>(Your Match minimum of 10% of project costs)</i>	Park District Grant Share <i>(Amount You Are Requesting)</i>	Total Amount <i>(Applicant Share + Grant Request)</i>
Design & Engineering:				
Special Service Contracts:				
Purchase of Equipment or Materials: (list each separately)				
TOTAL PROJECT COSTS:				

Attached quotes for any of the requested materials, equipment or services in your application is required. Your quotes must match the total amount listed in this budget form **without** tax. Please note that labor cost for employees will not be covered. If your grant is approved **only** the items listed on your budget can be reimbursed unless approved prior to purchase.

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Form # 4 – Authorizing Resolution

Below is an example of a form that is required to be submitted with each application. This form, or one similar to it, identifies that the officials responsible for the actions of the applicant agency are aware and supportive of the proposed project, and will commit the appropriate agency funds to complete the proposed grant project.

RESOLUTION OF AUTHORIZATION

WHEREAS, the Pickaway County Park District administers a financial assistance program for public outdoor recreation purposes, through the 2026 Park and Trail Grant Program, and

WHEREAS, the _____ desires financial assistance under
(Name of applicant)

the Park and Trail Grant Program.

NOW, THEREFORE, be it resolved by the _____
(Name of applicant)

1) That the _____ approves filing an application
(Name of applicant)
for financial assistance.

2) That _____ is hereby authorized and directed
(Name of local coordinator)

to execute and file an application with the Pickaway County Park District and to provide all information and documentation required to become eligible for possible funding assistance.

3) That the _____ is aware and supportive of the
(Name of applicant)

proposed project and has the necessary funds appropriated in its 2025 budget to complete the project as outlined in this grant application, should the grant request be awarded.

Signed: _____
(Authorized Agency Official)

Title: _____ Date: _____

Signed: _____
(Applicant Agency Fiscal Officer)

Title: _____ Date: _____

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Attachment I

Timeline for Project Completion

Please mark the corresponding “Month” boxes that relate to your project specific tasks in the timeline below. This form allows us insight into the planned scheduled progress.

2026 Project

	March	April	May	June	July	August	September	October	November
Planning or Design									
Bidding/Quote Process									
Material Acquisition									
Installation/Construction									
Other (specify)									
Other (specify)									