Bismarck Parks and Recreation District Facilities and Programs Division

DATE: October 6, 2026

TO: Commissioners Hanson, Herzog, Gilbertson, Redmann, and President Jeske; Executive Director Dave Leker

FROM: Mike Wald, Facilities and Program Director

SUBJECT: 2027 Matching Grant Application Update

The 2027 Matching Grant Application has been updated. Here is a summary of the application update and changes.

1. Updated the Matching Grant Application dates.

BISMARCK PARKS AND RECREATION DISTRICT
Est. 1927
www.BisParks.org

Matching Grant Application 2027

FACILITIES • GROUNDS • EQUIPMENT

PURPOSE

The purpose of the **Matching Grant Program** is to encourage associations, organizations, clubs, or individuals to sponsor a project in a Bismarck Parks and Recreation District (BPRD) facility or park for the advancement of recreation opportunities in Bismarck.

INITIAL PROJECT REVIEW:

Prior to submission and deadline, Mike Wald, Facilities and Programs Director, must be contacted at 222-6455 to conduct an initial project review to make sure project meets minimum specifications.

RECOGNITION OF MATCHING GRANT:

The approved projects shall have a recognition plaque, dedication, or some other recognition signifying the project is part of the BPRD Matching Grant Program.

ADMINISTRATION AND ACCOUNTING:

Administration and accounting procedures will be determined by agreement with approved parties. All approved projects on BPRD property must follow BPRD purchasing guidelines, local ordinances, and state laws. Upon completion of the projects on BPRD property, BPRD will assume ownership of the improvement or equipment, unless other arrangements are agreed upon.

WHO CAN APPLY:

Associations, organizations, clubs, or individuals in the BPRD who are interested in applying for a grant to sponsor a project may apply. Projects must be facility improvements and may include the purchase of recreation equipment.

SCHOOL DISTRICT PROPERTY: Projects on school district property must have a letter of support from the school district's buildings and grounds supervisor and school principal.

APPLICATION OBTAINED AT:

BPRD Office, 400 East Front Avenue Bismarck, ND 58504. Applications will be available after January 1 of each year.

APPLICATION DEADLINES:

Application deadlines for 2027 are 5:00 pm on February 1 (Round 1) and June 1 (Round 2).

FUNDS AVAILABLE:

The Board of Park Commissioners shall determine how much, if any, will be available each budget year for matching funds and may change or make exceptions to the amount at any time. $125,000 has been budgeted for 2027.

APPLICATION REVIEW/INTERVIEW:

After the deadline, a committee of staff and Commissioners will review all applications, conduct a short interview with applicants, and make recommendations to the Board of Park Commissioners at the February 18 and June 17 Park Board meetings.

APPLICATION APPROVAL/ DENIAL:

Letters will be sent to all applicants, indicating the approval or denial of grant money. For those approved, an agreement will be sent to the successful project sponsors, which states the provisions of the grant funds.

FUNDING:

Projects will be funded at no more than 50 percent of the total estimated cost, or up to a maximum of **$25,000**, whichever is less. The Matching Grant Program provides a dollar-for-dollar match. The program does not consider matching funds for projects with in-kind expenses. The Board of Park Commissioners, at its discretion, may approve matching funds of over **$25,000**.

PROJECT SPONSOR CERTIFICATION:

The project sponsor must certify that they have the necessary funds for their share of the total estimated project's cost.

GREATEST CONSIDERATION:

Projects that will receive the greatest consideration are as follows:

- Projects that fit into the BPRD's strategic plan, mission and vision.
- Projects that serve a wide variety of people or large number of people, rather than to projects serving a limited group.
- Projects that can be used throughout the year -- more than one season.
- Projects that have a developmental plan approved or reviewed by BPRD.
- Projects that are on BPRD property.
- Playground projects must comply with current playground standards and guidelines. Playgrounds that include a ramp with an accessible route will receive the highest consideration.

NO CONSIDERATION:

Projects that will **NOT** receive consideration for funding:

- Projects on private property as fixed improvements that aren't open to the public.
- Personnel, operations, consultants.
- Projects that have begun before grant approval.
- Projects that use in-kind expenses as a match for grant application.
- No clothing or uniforms.

PROJECT COMPLETION:

The approved projects must be completed in the year they are awarded, unless approved by BPRD Facilities and Programs Director.

2027 MATCHING GRANT APPLICATION

APPLICATION DEADLINE: 5:00 PM ON FEBRUARY 1 AND JUNE 1

COMPLETE AND RETURN TO:

Bismarck Parks and Recreation District • Attn: Mike Wald
400 E. Front Ave. • Bismarck, ND 58504 • (701) 222-6455
mwald@bisparks.org

1. DATE OF APPLICATION: _____

2. APPLICANT: _____

   CONTACT PERSON: _____ IF SCHOOL, PRINCIPAL'S NAME: _____

   ADDRESS: _____ CITY: _____

   STATE: _____ Zip: _____ TELEPHONE NUMBER: (H) _____ (C) _____

   EMAIL ADDRESS: _____

3. PROJECT TITLE: _____

4. ESTIMATED PROJECT START DATE: _____ COMPLETION DATE: _____

5. DESCRIPTION OF PROPOSED PROJECT (INCLUDE LOCATION AND SITE MAPS WHERE APPLICABLE):

_____

6. JUSTIFICATION FOR PROJECT:

_____

7. ESTIMATED NUMBER OF PEOPLE BENEFITED: _____

8. ESTIMATED AGE CATEGORIES BENEFITED: _____

9. TOTAL ESTIMATED PROJECT COST (INCLUDE ANY PRICE QUOTES OR COST ESTIMATES RECEIVED):

_____

10. AMOUNT OF ASSISTANCE REQUESTED: _____

11. AMOUNT OF APPLICANT'S CONTRIBUTION: _____

12. OTHER SOURCES OF ASSISTANCE (NAME, TYPE, AMOUNT):

_____

13. BY SIGNING OR TYPING MY NAME BELOW, I HEREBY CERTIFY THAT FUNDS IN THE AMOUNT OF $_____

(AT LEAST 50 PERCENT OF TOTAL ESTIMATED COSTS) ARE AVAILABLE FOR THE ABOVE STATED PROJECT.

SIGNATURE: _____

TITLE: _____

DATE: _____

PROJECT COST ESTIMATES

Attach any written cost estimates received from vendors or contractors, etc.

PROJECT ITEM	**UNITS**	**ESTIMATED COST**
	TOTAL:	

APPLICATION CHECKLIST

- ❒ Initial project review with Facilities and Programs Director?
- ❒ Application completed?
- ❒ Project sponsor certification of funds available?

SCHOOL PROJECTS:

- ❒ Letter of approval from BPS Facilities and Transportation?
- ❒ Letter of approval from school principal?