

## **MetroParks of Butler County Community Grant Program General Information and Requirements**

Funding for this Community Grant Program is provided by MetroParks of Butler County to provide assistance to local political subdivision and 501c3 organizations within Butler County to increase county residents' access to parks and outdoor recreational opportunities. Grant funding is determined by MetroParks of Butler County on an annual basis.

While this grant program can provide up to 100% of project funding, a commitment to project cost sharing is highly encouraged.

### **Applicant Eligibility**

Political subdivisions and 501c3 organizations within Butler County are eligible to apply for funding, provided the agency is responsible for public outdoor park and recreation facilities and are in Butler County.

### **Project Eligibility**

The area for which grant funding is intended must be owned by or under a long-term lease to the entity applying for the grant. Grant awards are for permanent improvements to outdoor recreation facilities and are not to be utilized for operational or administrative costs.

The goal of this grant program is to enhance public outdoor recreation opportunities within Butler County. The grants will be awarded based on submission within program requirements, safety issues, cost and community benefit.

If you are applying for playground equipment, the equipment **must** be certified by the International Playground Equipment Manufacturers' Association.

Grant applications will be reviewed by a grant panel made up of Park and Recreation professionals from other counties. This grant panel will make funding recommendations; MetroParks of Butler County will make a final determination on funding allocations.

### **Funding Level**

Five individual grants up to \$5,000 each will be awarded in FY2026.

### **Compliance**

Compliance with all federal, state, and local laws and regulations is the responsibility of the grant recipient.

### **Additional Requirements**

Park improvements, which have received grant funding must be open and accessible to the public. Recipients must maintain a sign, provided upon completion, posted near or at the grant improvement(s), which identifies the area as having benefited from the MetroParks of Butler County Community Grant Program.

Projects must be completed within 12 months after the award. Upon completion of a project, a final project report must be sent to MetroParks of Butler County to get **reimbursed** for the project. This report shall include all costs associated with the project and copies of paid invoices. **Failure to provide final report and/or posting the required signage will result in loss of eligibility for reimbursement and/or future funding. Reimbursement will be made for actual funds used only.**

Any questions regarding the Community Grant Program should be directed to MetroParks of Butler County, Amy Pellman, 513-867-5835 ext.212 or email [apellman@yourmetroparks.net](mailto:apellman@yourmetroparks.net)

# MetroParks of Butler County Community Grant Project Application

This application will be used to determine if the applicant organization is eligible to receive funding according to the laws of the State of Ohio and MetroParks of Butler County Community Grant program guidelines. An updated Applicant Eligibility Information form should be completed and submitted with each application packet.

Agency: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Governing Body (Council, Board, etc.) \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Department/Agency Information:

What is the Mission of your Department/Agency \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2025 Department/Agency budget: Operating \_\_\_\_\_ Capital \_\_\_\_\_

How is your department/agency funded? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name and Location of Park or Facility: \_\_\_\_\_

Brief Description of Project \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How will this project benefit the community? What is anticipated visitation/usage?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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How does this project improve access and equity? Include demographic information for the specific location of the project.

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**Project Expenses**

Labor: \$ \_\_\_\_\_

Materials/Equipment: \$ \_\_\_\_\_

Other \_\_\_\_\_: \$ \_\_\_\_\_

**Project Total:** \$ \_\_\_\_\_ **Amount Requested \$** \_\_\_\_\_

Partial request would be accepted Yes \_\_\_\_\_ No \_\_\_\_\_

Is this a Cost Sharing Project? Yes \_\_\_\_\_ No \_\_\_\_\_

Cost Sharing Organization \_\_\_\_\_ Amount toward Project \$: \_\_\_\_\_

Proof of ownership of the project site area, or, if your agency does not own the project area, a copy of the lease or other management documents pertaining to this site are required.

A letter of support from the Agency Director, President or governing administrator must be submitted with the application.

The deadline for returning completed application forms is Wednesday, June 17, 2026. Applications received after this deadline will not be considered for grant awards. Deliver applications via email to: [apellman@yourmetroparks.net](mailto:apellman@yourmetroparks.net). For additional information please call 513-867-5835 ext.212.

# MetroParks of Butler County Community Grant Program Grant Recipient - Final Report

This form must be completed and returned to MetroParks of Butler County at the conclusion of your project.

**This form MUST BE COMPLETED by** \_\_\_\_\_  
(1 year from grant award date)

Agency: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Governing Body (Council, Board, etc.) \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Project Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**Final Project Costs:**

	<b>Projected</b>	<b>Actual</b>
Labor:	\$ _____	\$ _____
Materials/Equipment:	\$ _____	\$ _____
Other _____:	\$ _____	\$ _____
<b>PROJECT TOTAL:</b>	\$ _____	\$ _____

**Amount Awarded:** \$ \_\_\_\_\_ As percentage of project \_\_\_\_\_%

Attach copies of all documentation, including paid invoices and pictures of the completed project to [apellman@yourmetroparks.net](mailto:apellman@yourmetroparks.net).