

**WHITE RIVER
PLANNING AND DEVELOPMENT DISTRICT, INC.**

**General Improvement Grant
Application**

Request for Projects

**WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.
APPLICATION COVER PAGE**

Applicant: _____
 Address: _____

 City/Zip: _____
 Phone: _____
 Fax: _____
 Email: _____
 County: _____

Applicant Preparer: _____
 Address: _____

 City/Zip: _____
 Phone: _____
 Fax: _____
 Email: _____
 Contact Person: _____

Project Summary:

Type of Applicant:

City County Non-profit (Attach 501 C3)
 Other Specify: _____
 Joint* List Joint Members : _____

**Joint Applicants must be accompanied by an agreement signed by all members applying for funding in the application*

State Senator(s) / District(s): _____
 State Representative(s) / District(s): _____

Budget:

Amount Requesting \$ _____
 Other Funding \$ _____
 Total Project Budget \$ _____

Authorized Representative: The signature indicates that I have been authorized to submit an application requesting funding for the proposed project and to the best of my knowledge and belief, all data contained in this application is true and correct. If the application is approved for funding, I am authorized to sign any applicable documents on behalf of the applicant.

Signature

Date

REQUEST FOR PROJECTS

1. The purpose of this request for projects (RFP) is to invite the submission of projects for funding provided by the State of Arkansas through the White River Planning and Development District, Inc. (WRPDD). Projects should complement Arkansas' Economic and Community Development Goals and Objectives.
2. Communication concerning this RFP should be addressed to:

Mr. Van C. Thomas, Executive Director
White River Planning and Development District, Inc.
P. O. Box 2396
Batesville, AR 72503 (870) 793-5233

Prior to the award of the contract, contact should be initiated through this individual only.

3. To qualify for consideration, an original completed packet must be received by WRPDD at the above address.
4. Award, if any, will be made to the responsible organizations whose projects meets the requirements of the procurement. WRPDD reserves the right to reject all or any part of a submission or all submissions.
5. Successful applicants will be required to enter into a grant agreement with WRPDD prior to funding. A copy of the grant agreement is included.
6. Any disputes arising from the selection/rejection of any submission will be resolved solely by the White River Planning and Development District, Inc.
7. To facilitate submission evaluation, entities shall organize the submission based on the following outline.

A. APPLICATION FACT SHEET (*Form Attached*)

Complete and sign the attached form.

B. Project Narrative (limit 1 page)

1. Briefly describe the Applicant Organization.
2. Describe the project. Indicate whether or not other funding has been committed to the project and the source of that funding.
3. Briefly describe how the proposed project will improve the local area and assist with state wide efforts, as outlined by the State of Arkansas Strategic Plan.

4. State the names of the persons who will be authorized to make representations for the Applicant agency, their title, address, and telephone number. State that the person signing the letter will be authorized to bind the agency.

C. PROJECT BUDGET (*Form Attached*)

Please complete the attached budget form in detail.

D. ATTACHMENTS

If necessary, attach a project map and project time line. Include other pertinent documents as needed to complete the project description.

White River Planning and Development District, Inc.
General Improvement Fund Grant Program
Grant Agreement

Grantee: _____

Grant Amount: \$ _____

Grant # _____

GRANTOR

GRANTEE

**White River Planning and Development
District, Inc.
P.O. Box 2396
Batesville, AR 72503**

1. PURPOSE

This Agreement is entered into by White River Planning and Development District, Inc. (WRPDD), herein after referred to as Grantor, and _____ (**grantee**), herein after referred to as Grantee. The Grantor has received General Improvement Funds from the Arkansas General Assembly to be utilized to assist local public governmental jurisdictions and/or non-profit organizations to plan, develop, promote and/or implement economic and community development projects/activities designed to improve the economic, community and/or social well-being of the citizens of Arkansas. Projects should complement Arkansas' Economic and Community Development Goals and Objectives. The Grantee agrees to implement and complete a General Improvement Fund Program project in accordance with the provisions of this Agreement.

2. LEGAL AUTHORITY

By signing this Agreement the Grantee certifies that it possesses legal authority to accept grant funds under the General Improvement Fund program. The act of signing will also certify that the Grantee will comply with all parts of this Agreement, and the Grantee accepts full legal responsibility for properly implementing the project described in the original grant application documents and agrees to expend funds in accordance with the original grant application form.

3. FINANCIAL MANGEMENT AND ACCOUNTING

The Grantee will establish and/or maintain a financial management and accounting system, which conforms to generally accepted accounting principles and complies with requirements of the State Purchasing Law, the General Accounting and Budgetary Procedures Law, and other applicable fiscal control laws of the State of this State and regulations promulgated by the Department of Finance and Administration shall be observed in connection with the utilization of said grant funds.

4. RECORDKEEPING

Grantee will maintain records of all project expenditures on file for a period of three years or until the Grantee’s audit for the period in which grant funds were utilized have been conducted. The Grantor and duly authorized officials of the State will have full access and the right to examine any pertinent documents of the Grantee or persons or organizations with which the Grantee may contract, which involve transactions related to this Agreement.

5. REPORTING

The Grantee agrees to provide Grantor with a final close-out report within sixty (60) days of project completion on which grant funds have been utilized, (See Attachment “A” - Closeout Form).

6. INDEMNIFICATION

The Grantee agrees to follow all local and state laws and regulations. Furthermore, the Grantee agrees to hold harmless the Grantor from any and all claims, suits and actions arising from any act of omission, noncompliance or misuse of grant funds by the Grantee or any employee or agent in the performance of this Grant Agreement.

7. METHOD OF PAYMENT

The Grantor shall make payment of authorized grant funds upon proper execution of this Grant Agreement by the Grantee. The Grantor reserves the right to determine the most appropriate distribution of payments, based upon the nature of the approved project. The method of payment may include either a one-time disbursement or a number of cost reimbursements based upon submitted invoices. In no event will the total amount of grant funds to the Grantee for allowable expenses incurred in relation to the project exceed the amount noted on Page 1 of this Agreement as the Grant Amount.

8. MODIFICATIONS

The Grant Agreement may be modified, at the discretion of the Grantor, only with prior written notification from the Grantee. The Grantee will be notified, in writing, of the decision of the Grantor.

Approved for the Grantor

Approved for the Grantee

BY:

BY:

White River Planning and
Development District, Inc.

Van C. Thomas
Executive Director

(name)
(title)

Date

Date

WRPDD General Improvement Fund Project Closeout

I do hereby affirm that all funds awarded to this organization under the White River Planning and Development District's General Improvement Fund Program were spent strictly in accordance with the submitted and approved proposed project.

I understand that any monies not spent or not spent in accordance with the approved budget are to be repaid to WRPDD.

I also affirm that the approved project has been completed and all payments have been made in full. As such, I am officially requesting the formal closure of this grant.

Copies of all invoices and cancelled checks associated with the approved project are included with this project closeout.

Authorized Representative

Date

Grantee Organization

State of Arkansas

County of _____

Acknowledged before me, this _____ day of _____, _____.

Notary Public

My commission expires: _____

Notary Seal: