



Metro East Park and Recreation District

Proudly Serving Madison and St. Clair Counties in Illinois

FY 2026 Community Planning Grant Program

– Information and Application –

Project Sponsor(s) Name: _____
(List one entity)

Project Name: _____

Applications will be accepted on an ongoing basis
between July 9, 2025, and May 29, 2026, or until 100% of
the FY26 Grant Program funds are pledged, whichever date is sooner.

Submit two (2) originals and one (1) electronic copy of this application to:

Metro East Park and Recreation District
Attention: Grant Coordinator
104 United Drive
Collinsville, IL 62234

FOR OFFICE USE ONLY

Date and Time Received: _____

Submittal includes 2 Originals and 1 High-Resolution Electronic Copy: Yes No

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SECTION 1. INTRODUCTION TO MEPRD AND THE GRANT PROGRAM

1.1. About Metro East Park and Recreation District (MEPRD)

- **Organizational Information:** Metro East Park and Recreation District (MEPRD) was formed by voters in November 2000 and is responsible for the development of parks, trails, and recreational facilities in Madison and St. Clair Counties in Illinois. The District often supplements the efforts of local governments, special districts, and other jurisdictions already engaged in these efforts.
- **MEPRD Mission Statement:** MEPRD shall have as its primary duty the development of a public system of parks and interconnecting trails throughout Madison and St. Clair Counties in Illinois.

1.2. Grant Program Overview

- **Program Name:** MEPRD FY 2026 Community Planning Grant Program
- **Program Intent and Objectives:** To promote the development and modernization of jurisdiction-wide Park/Recreation Master Plans, Bicycle/Pedestrian Master Plans, and Forestry, Natural Habitat, and Water Quality Management Master Plans (FHMPs) within the communities that comprise the MEPRD in order to facilitate meaningful enhancements to the public parks, bike/ped infrastructure, and local forests/habitats, and to encourage collaboration between local units of government.
- **MEPRD Total Program Funding:** MEPRD has committed \$400,000 to the FY 2026 Community Planning Grant Program.

1.3. Important Changes to the Community Planning Grant Program Guidelines

In furtherance of the Metro East Park and Recreation District's mission and for the continued improvement of this program, some modifications were made to the program guidelines and requirements for FY 2026.

The following are the most important changes you need to be aware of:

- **Minimum and Maximum Grant Awards:** For FY26, the program removes the previous \$40,000 cap on the cumulative maximum award for past Project Sponsors that apply for funding for separate eligible project types across multiple grant cycles. Under the updated guidelines, any qualifying applicant may now request up to \$40,000 or 40% of eligible costs (whichever is less) when applying for a different eligible plan type in a separate cycle.
- **Cost Share Requirement:** Program guidelines now limit the total contribution from all MEPRD tax revenue sources (to include the grant amount requested from MEPRD, plus any Madison County PEP or St. Clair County Parks Grant funding) at 80% of the eligible project total.
- **Eligible Plan / Project Types:** The FY 2026 program adds jurisdiction-wide *Forestry, Natural Habitat, and Water Quality Management Master Plans (FHMPs)* to the list of eligible project types. Under the proposed revised guidelines, applicants may seek funding for a standalone Forestry, Natural Habitat, and Water Quality Management Plan or pair it with a jurisdiction-wide Parks Plan and/or Bike-Ped Plan for a combined project.

** Continue to Next Section/Page **

SECTION 2. ELIGIBILITY CRITERIA

2.1. Eligible Applicants

- Any public agency having statutory authority to acquire and develop lands for public parks, public trails, public recreation, and/or bicycle and pedestrian infrastructure purposes in Madison and/or St. Clair Counties, Illinois may apply for MEPRD grant funding.

Such agencies include:

- Municipalities
 - Townships
 - Counties
 - Transportation Districts
 - Park Districts
- 501(c)'s, Universities, Schools, and School Districts are not eligible applicants.
 - Only one (1) entity may apply for the FY26 MEPRD Community Planning Grant Program per application. However, this restriction does not preclude two or more entities from applying for and receiving a Community Planning Grant for neighboring master plans. Also, the applicant must be the entity responsible for the plan's implementation.

2.2. General Project Eligibility (Eligible Plan Types)

- To qualify as an eligible project for the MEPRD FY 2026 Community Planning Grant, the scope of work must provide for the development of at least one of the following *jurisdiction-wide* master plan types:
 - Bicycle & Pedestrian Master Planning
 - Parks, Recreation, and Open Space Master Planning
 - Forestry, Natural Habitat, and Water Quality Management Master Planning (FHMP)

* See Section 5.1, *Eligible Projects*, for more information on each plan type.
- Applicants may apply for a grant for a standalone plan type or pair multiple eligible plan types for a combination project.
- The project scope is limited to the development of a jurisdiction-wide eligible plan; site-specific or segment-specific plans are ineligible.
- A single master planning document is a required deliverable and must be specified in the project scope. Any project failing to produce a master plan, even if comprised of otherwise eligible components (like feasibility studies or public engagement), is ineligible.
- The project must be a stand-alone project. The contract and scope of work may not cover topics beyond those approved in the Community Planning Grant Program. For example, comprehensive municipal plans are ineligible, even if a portion addresses relevant planning areas. However, a Project Sponsor may develop a separate eligible plan and incorporate it into a Comprehensive Municipal Plan by amendment. The eligible plan must be contracted, created, and invoiced separately from ineligible plan types or components.

2.3. Project Location and Plan Parameters

- The geographic scope of the Project is limited to territories within St. Clair and Madison Counties in Illinois over which the Project Sponsor has jurisdiction and legal authority to develop or improve parks and bicycle/pedestrian infrastructure, or to manage local forests, riparian areas, and other natural habitats. This applies regardless of legal authority or territorial jurisdiction beyond these county boundaries.

- **Updating or Replacing an Existing Master Plan:** Eligible applicants may seek funding to update or replace an existing community-wide Parks, Bicycle/Pedestrian, or Forestry/Habitat Management plan if either:
 - The existing plan is at least five (5) years old as of the application submission date. A copy of such plan and its adoption resolution/minutes must be included with the application.
 - The project sponsor has a published and adopted municipal comprehensive plan (or similar) that contains only partial or low-level planning for parks, bicycle-pedestrian infrastructure, or forestry/habitat management. Contact MEPRD if unsure if your plan qualifies under this provision.

2.4. Award Limitations

- Project Sponsors are limited to one (1) MEPRD Community Planning Grant per fiscal year.

SECTION 3. FUNDING DETAIL

3.1. Grant Award Amounts

- There is no minimum grant request or award.
- MEPRD FY26 Community Planning Grant awards shall not exceed 40% of the total project cost, up to \$40,000 maximum.

3.2. Reimbursement Basis

- The MEPRD FY 2026 Community Planning Grant Program operates on a reimbursement basis. MEPRD grant funds are paid out only after the project is 100% complete (i.e., final payment has been made), the Project Sponsor has submitted a reimbursement request packet, and MEPRD verifies project completion.
- Final inspection and acceptance of the completed planning project must be made by an MEPRD representative for reimbursement to be issued.
- Actual payout is dependent upon documentation of final project costs for eligible items within the approved application and may be less than original grant award.
- Only eligible items specified in the approved application will be reimbursed; project scope changes solely to "spend" the grant award fully are prohibited.
- No early or partial payments will be made.
- A reimbursement request must be submitted within ninety (90) days of project completion, unless MEPRD approves an extension due to extenuating factors (e.g., coordinating documentation from other funding agencies). Failure to submit the reimbursement request within the specified timeframe may result in forfeiture of all project reimbursements and relieve MEPRD of further payment obligations.

3.3. Project Revenue Breakdown (Cost Share Requirements)

- The Community Planning Grant Program is intended to supplement, not replace or reduce, a community's budgeted funding for parks, trails, or recreation.
- **MEPRD Share:** No more than 40% of the total project cost (up to \$40,000) can be funded by the MEPRD FY 2026 Community Planning Grant Program award.
- **Sponsor Share (Cost Share):** At least 60% of the total project cost must come from other sources. This 60% minimum should be made up of any combination of the following properly documented sources:
 - Monetary Contribution by the Project Sponsor.
 - Private and Public Grants, Funds, or Monetary Donations.

- Madison County PEP funds and St. Clair County Park Grants (may not exceed 40% of project total)
- **Funding Limits with MEPRD Tax Revenue Funding Sources:** The total contribution from all MEPRD tax revenue sources (this grant request, plus any Madison County PEP or St. Clair County Parks Grant funds) cannot exceed 80% of the eligible project total.
- **Ineligible for Calculating Project Costs (Cost Share):**
 - The value of donated labor and Force Account Labor (i.e., labor by the Sponsor's own staff).
 - The value of donated services, equipment, goods, and facilities.
 - The value of funding incentives or discounts offered by firms and consultants.

3.4. Professional Planning Services Requirement

- The Project Sponsor must contract with a qualified outside firm or consultant(s) to oversee and develop an eligible plan type. Projects are ineligible for MEPRD funding if an outside firm or consultant is not contracted.
- The application should identify the consultant's ⁽¹⁾ Name; ⁽²⁾ Contact Information; and ⁽³⁾ Qualifications, if known. A copy of the Contractor's Proposal and/or Estimate should also be included, if applicable.
- **Bids/Proposals:** Prior to awarding the contract, the Project Sponsor must satisfy one or both of the following, unless it has an existing Professional Services agreement with an experienced firm that covers the work and complies with the *Local Government Professional Services Selection Act* (50 ILCS 510):
 - A. Publicly advertise and solicit bids, proposals, and/or qualifications for the plan.
 - B. Obtain at least two (2) responsive and responsible bids, proposals, and/or qualifications from qualified consultants/firms that materially comply with the request.

* Documentation of compliance with this requirement must be provided upon project completion.
- **Engineer Development/Certification (for Park Plans and Bike-Ped Plans):** Park Plans and Bike-Ped Plans must be developed, or at least reviewed and certified, by a qualified and licensed engineer(s) or licensed landscape architect(s) before adoption.
 - "Qualified" is defined as having prior, substantial, documented experience creating relevant master plans, including feasibility certification and cost estimation for such. Experience must be directly related to the plan type and its components.
 - "Licensed" is defined as holding valid, active Professional Engineering licensure through the Illinois Department of Financial and Professional Responsibility (IDFPR).
- **Professional Credentials/Experience (for FHMPs):** Forestry, Natural Habitat, and Water Quality Management Master Plans must be developed under the direct supervision of, with key sections authored by, professionals holding relevant credentials.
 - These may include Arboriculture & Forestry Experts (e.g., ISA Certified Arborist Municipal Specialist, SAF Certified Forester), Ecological Restoration & Habitat Specialists (e.g., CERP, Certified Ecologist), and Water-Resource Professionals (e.g., PH, Certified Wetland Delineator).
 - Licensed Professional Engineers (PE) or Licensed Landscape Architects (PLA) with active state licenses and relevant project experience may also develop or review interdisciplinary sections.
 - The primary consultant/firm (or collective team of consultants/firms) must have demonstrated experience in developing jurisdiction-wide FHMPs or similar comprehensive plans, supported by project examples and references.

SECTION 4. APPLICATION PROCESS

4.1. Submission Window

- Complete applications, as determined by MEPRD, will be accepted on an ongoing basis from 7:30 AM on July 9, 2025, until 3:00 PM on May 29, 2026—or until 100% of FY26 Program Funds are pledged, whichever occurs first.
- Check MEPRD's website for the current status of program funds: www.meprd.org/funding.html.

4.2. Submission Deadline and Late Applications

- Applications received after 3:00 p.m. on May 29, 2026, or after FY26 program funds have been fully depleted, will not be considered for FY26 funding and will not be retained for the following fiscal year.

4.3. Application Submission Requirements

Grant Applicants must submit:

- Two (2) original signed applications. Use binder clips, not binding or staples.
- One (1) electronic copy of the application and all attachments, in high-resolution PDF format. This can be submitted via email, CD, or flash drive (CDs and flash drives will not be returned to applicants).

4.4. Delivery and Review Process

- Complete applications, as determined by MEPRD, must be received at least one week prior to the desired board meeting for presentation.
- Deliver to MEPRD by UPS, USPS, FedEx, or hand delivery; faxed copies will not be accepted.
- MEPRD will review each application and provide notification within forty-five (45) days of board meeting via USPS of MEPRD's decision to approve or deny requested funding.
- **Grant Support:** Prospective applicants are encouraged to contact the MEPRD Grant Coordinator at (618) 346-4905 or [by email](#) to discuss proposed projects before applying or to request a preliminary application review.

SECTION 5. ELIGIBLE AND INELIGIBLE PROJECT COMPONENTS & PLAN REQUIREMENTS

5.1. Eligible Plan Types

- **Parks and Greenspace Master Planning** (*community-wide, township-wide, or county-wide*)
These plans may also include planning for outdoor recreation and indoor recreation facilities (e.g., recreation centers, ice rinks, and swimming pools).
- **Bicycle and Pedestrian Master Planning** (*community-wide, township-wide, or county-wide*)
These plans can include planning for pedestrian infrastructure, such as sidewalks, but must also include planning for bicycle infrastructure—i.e., shared-use paths, bike lanes, bike trails, etc.—to qualify.
- **Forestry, Natural Habitat, and Water Quality Management Master Planning (FHMP)** (*community-wide, township-wide, or county-wide*)
A jurisdiction-wide plan that ^[1] inventories and evaluates trees, urban forest canopy and natural habitats (including forests, grasslands, wetlands, and riparian areas); ^[2] identifies goals, policies, and strategies to enhance ecosystem and health, biodiversity, tree canopy, and water quality, and habitat preservation/restoration; and ^[3] outlines maintenance, restoration, acquisition, and preservation strategies for trees, riparian areas, and other natural habitats. *See core requirements on Page 7.*

5.2. Eligible Project Components

The following components are eligible if they are directly related to and are completed in conjunction with an eligible project:

- Planning Costs (e.g., data collection, GIS mapping, inventories, level of service (LOS) analysis, feasibility)
- Public Outreach and Engagement Costs (e.g., public meetings, focus groups, surveys)
- Professional Services (e.g., professional planning consultants, engineers)

5.3. Ineligible Project Types

- Plans with topics beyond those in the "Eligible Plan Types" section
- Pedestrian-only plans (e.g., covering only sidewalks)
- Site-specific or segment-specific plans and plans that are not jurisdiction-wide
- General Infrastructure Plans, Capital Plans, and Comprehensive Municipal Plans
- Standalone ADA Transition Plans
- Standalone Stormwater/Runoff Plans and Flood Prevention Plans

5.4. Ineligible Project Components

- Any component not directly related to an "Eligible Plan Type or Component"
- Detailed: site plans, architectural/landscape plans, construction/engineering drawings
- Rental fees for applicant-owned facilities
- Acquisition and development costs
- In-house costs and in-house staff costs
- Geographic information systems software and hardware
- Grant application preparation and related work
- Park and trail maps/brochures
- Marketing and tourism materials

5.5. Plan Components and Deliverables (Core Requirements for All Funded Plans)

- All plans must be grounded in data and community needs.
- Plans proposing bicycle-pedestrian infrastructure must incorporate the latest industry standards, best practices, and conform with State/Federal guidelines and AASHTO Standards.
- All plans must evaluate existing infrastructure/assets and related policies.
- All plans must identify general goals and a 5 to 10-year vision as a basis for recommendations and the action plan.
- All plans must include recommendations based on information collected and reviewed (e.g., existing asset evaluation, data, public input).
- All plans must include a 5-10 year Action Plan that identifies and prioritizes maintenance, development, and acquisition of plan-related components.
- All plans must identify potential funding opportunities.
- All plans must develop performance measures for evaluating progress toward goals/objectives.
- All plans must define a clear exemption process for future projects justifiably opposing the plan.
- A minimum of two (2) public meetings during project development is mandatory: one at the project's onset and one after the draft plan completion but before adoption. Public surveys are not a substitute for these meetings.
- Projects with bicycle-pedestrian infrastructure planning must seek input from neighboring municipalities, regional transit districts, and others in trail planning to ensure regional trail network continuity.
- MEPRD's contribution must be acknowledged in all publicly shared drafts and the final plan, including MEPRD's Logo and a description of its funding contribution.
- The Project Sponsor's governing body must adopt the finalized plan by Resolution.

- The adopted Master Plan must be publicly shared on the Project Sponsor's website.
- The Project Sponsor must provide MEPRD with GIS files of proposed bicycle/pedestrian infrastructure from the adopted plan and any other GIS data from other plan types. * *Disclaimer: MEPRD will publish and share all plans funded in-part by this program via its website and other means.*

5.6. Specific Requirements for Forestry, Natural Habitat, and Water Quality Management Master Plans (FHMPs)

- Forestry, Natural Habitat, and Water Quality Management Master Plans (FHMPs) must establish clear, specific, measurable objectives articulating the community's vision. Minimally, these must set targets for improving urban forest/natural habitat health, managing tree-related public safety risks, achieving desired canopy cover, guiding tree planting, and ensuring sustainable management of natural resources.
- **Core Requirements:** FHMPs must follow a required framework, incorporating no less than each of the core objectives below.
 - Baseline Inventory and Assessment of Trees, Canopy, and Natural Habitats (e.g., forests, grasslands, wetlands, riparian areas)
 - Goals and Objectives related to Ecological Health, Biodiversity, Canopy Cover, and Water-Quality
 - Implementation Strategies detailing actions, priorities, responsible parties, timeline, and funding
- **Optional Add-Ons:** FHMPs may integrate additional, related planning beyond those core requirements based on local priorities and budgets, including:
 - Habitat Restoration Planning
 - Riparian Buffer and Green Infrastructure Design Planning
 - Invasive Species Management Planning and Policies
 - Policy and Ordinance Recommendations (e.g., tree-protection ordinances)
 - Water Quality Best Management Practices (e.g., bioretention, vegetated swales)

SECTION 6. POST-AWARD REQUIREMENTS AND PROJECT MANAGEMENT

6.1. Project Agreement

- Awardees will sequentially receive: ^[1] a written Notice of Award; ^[2] an MEPRD Project Agreement; and ^[3] Notice to Proceed.
- FY26 Community Planning Grant recipients must sign a Project Agreement with MEPRD upon notice of grant award. It is the recipient's responsibility to complete and submit all required documents pertaining to the Project Agreement. Missing or incomplete documents required in the Project Agreement will delay written notice to proceed from MEPRD.

6.2. Notice to Proceed and Cost Eligibility

- MEPRD will send written notice to proceed along with the fully executed Project Agreement.
- Costs incurred by grantees prior to the receipt of a fully executed Project Agreement AND notice to proceed will not be reimbursed by MEPRD.
- For planning projects, costs are considered incurred on the date contracts are signed, work begins on the first phase of plan development, or project materials are purchased.

6.3. Project Period

- The project period is defined as the date of notice to proceed to project closeout.

- Projects shall begin making significant progress within one (1) year of MEPRD's notice to proceed and must be completed within two (2) years of that date; valid progress will be considered at the discretion of MEPRD.
- Extension requests must be made in-writing to MEPRD within thirty (30) days of the funding expiration date. MEPRD reserves the right to approve or deny any extension request.
- MEPRD may withdraw funding for projects not started within one (1) year.
- Incomplete projects (whole or part, regardless of reason) are ineligible for future MEPRD grant cycle funding.

6.4. Project Scope and Budget

- Applicants must make every effort to provide an accurate project scope and budget.
- Project scope changes are highly discouraged and require MEPRD's written approval.
- Unauthorized scope changes are ineligible for reimbursement.

6.5. Reimbursement Process and Financial Records

- **General Reimbursement:** The MEPRD FY26 Community Planning Grant Program is on a reimbursement basis. *Refer to Section 3.2 for details on reimbursement basis, payout determination, and eligible items.*
- **Reimbursement Request Submission:** A request for reimbursement must be submitted within ninety (90) days of project completion unless extenuating factors, such as coordination of supporting documentation from other funding agencies, prevent it and are discussed with and approved by MEPRD. Failure to do so may result in Project Sponsor forfeiting all project reimbursements and relieving MEPRD from further payment obligations on the grant. A reimbursement request package cannot be submitted until the project is 100% complete and all project costs are paid.
- **Financial Records:** All funds expended by the Project Sponsor in conjunction with the project must comply with Local, State, and Federal laws pertaining to the expenditure of public funds. Documentation in the form of cancelled checks, properly executed records, contracts, vouchers, orders, invoices, pay requests, timesheets, and any other accounting documents regarding the Project Sponsor's cost-share requirement and all project costs will be required for reimbursement.

Records shall be sufficiently detailed that all documented costs may be verified by a third-party audit. All project records must be maintained for a period of no less than five (5) years, or longer if required by law.

6.6. Plan Adoption and Public Sharing

- The Project Sponsor's governing body must adopt the finalized plan by Resolution.
- The adopted Master Plan must be shared publicly on the Project Sponsor's website.
- GIS files of proposed bicycle/pedestrian infrastructure from the adopted plan (and any other GIS data from other plan types) must be provided to MEPRD.
- MEPRD will publish and share all plans partly funded by this grant program.

6.7. Compliance Requirements

- **Americans with Disabilities Act (ADA) and AASHTO Compliance:** The Project Sponsor acknowledges due diligence in ensuring that parks and bicycle/pedestrian infrastructure proposed in its plan meet or exceed requirements from the Americans with Disabilities Act of 1990 (ADA), and if applicable, AASHTO guidelines.

- **Project Contact (P.C.):** The Project Sponsor must select a project contact to coordinate project development and liaise with MEPRD. For example, this can be an employee or a hired consultant/contractor who is knowledgeable about the project.
- **Resolution or Letter of Support:** A Resolution or Letter of Support from the Project Sponsor's governing body supporting the grant application to MEPRD is required with the application. See 'Attachment D' in Application Checklist.

6.8. Reports and Inspections

- Project Status Reports must be completed and submitted to MEPRD on a quarterly basis.
- Failure to submit progress reports could jeopardize the MEPRD grant award.
- MEPRD staff will have full access to applicable financial records for periodic inspections during plan development.
- MEPRD must make a final inspection and acceptance of the completed project before grant reimbursement.
- Project Sponsors may be required to submit future status reports on plan implementation and progress.

6.9. Publicity and MEPRD Acknowledgement

- **Publicity:** After application approval and receipt of the executed Agreement, all press/public communications by the Grantee regarding the project must state it is funded in-part by a "Community Planning Grant" awarded by the Metro East Park and Recreation District. Acknowledgement should occur at appropriate times before, during, and after plan development—e.g., news articles, press releases, websites, social media, etc.
- **Acknowledgement in Plan Document:** MEPRD's contribution must be acknowledged within the master plan, including all publicly shared drafts and the final, adopted version. To satisfy this requirement, the Project Sponsor must insert where deemed appropriate: ^[1] MEPRD's Logo; and ^[2] a description of its funding contribution.

6.10. Termination of Grant

- Failure to complete a project timely, project withdrawal (e.g., due to lack of performance/funds), unauthorized project nature changes, or any violation of the grant application/agreement may lead to MEPRD funding withdrawal. This may also result in a penalty making the applicant ineligible for MEPRD grant consideration for the next two (2) consecutive calendar years post-termination.
- Terminated projects cannot be resubmitted for a grant award in any future MEPRD grant programs.

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SECTION 7. APPLICATION CHECKLIST

A complete application should contain all the following required components, in this order:

FY 2026 Community Planning Grant Application Form	<ul style="list-style-type: none"> * Two (2) signed, original hardcopies required. * One (1) electronic copy required.
<input type="checkbox"/> Attachment A — Detailed Written Project Scope	
<input type="checkbox"/> Attachment B — Estimates/Bids	<ul style="list-style-type: none"> * Please refer to “Supporting Documents / Attachments” on page 20 for a detailed description of each required item.
<input type="checkbox"/> Attachment C — Project Timeline	
<input type="checkbox"/> Attachment D — Resolution / Letter	<ul style="list-style-type: none"> * <u>All</u> required components/attachments must be included in each copy of the application.
<input type="checkbox"/> Attachment E — Other Grants, Donations	
<input type="checkbox"/> Attachment F — Description of Future Plans	
<input type="checkbox"/> Certification Statement	<ul style="list-style-type: none"> * An original, signed copy must be included in both hardcopy applications.

Grant Application Submittal Instructions

Submit two (2) original hard copies of the completed FY 2026 Community Planning Grant Application and all attachments to MEPRD by mailing or dropping off to the following address:

Metro East Park and Recreation District
Attn: Grant Coordinator
104 United Drive
Collinsville, IL 62234

Submit one (1) electronic copy of the completed application (and all required attachments) to MEPRD. Applicants are welcome to submit a flash drive or CD alongside the hardcopy application or may submit the electronic copy via email to info@meprd.org.

As a reminder, no applications will be accepted before 7:30 a.m. on Wednesday, July 9th, 2025.

For grant support/questions, contact MEPRD Grant Coordinator Cole Preston at (618) 346-4905 or by email, at cpreston@meprd.org.

** Continue to Application Form on Next Page **

SECTION 8. **APPLICATION FORM**

Please fill out this form in its entirety. Incomplete applications will not be considered for funding. Applications must be typed.

Project Sponsor Information

- 1. Project Sponsor: _____
(list only one entity)

- 2. Project Sponsor Address:
Street Address: _____
City, State, Zip: _____

- 3. Project Sponsor FEIN: _____

Project Contact Information

Tell us about the Project Contact (P.C.), or project manager, assigned to the project. This person will be required to complete status reports on a quarterly basis and will need to know detailed information about the project.

- 4. P.C. Name: _____

- 5. P.C. Title: _____

- 6. P.C. Mailing Address:
Street Address: _____
City, State, Zip: _____

- 7. P.C. Phone: _____ P.C. Cell: _____

- 8. P.C. Email: _____

Project Details and Related Information

9. Project Title: _____
10. Will this project replace or update an existing jurisdiction-wide Park and Recreation, Bicycle and Pedestrian, or Forestry, Natural Habitat, and Water Quality Management Master Plan?
- Yes
- If yes, what plan(s)? _____
- If yes, on what date was the existing plan adopted? _____
- No
11. **Project Type:** Select the project type(s) that best depicts your project's scope of work.
(Check all that apply)
- Jurisdiction-wide Bicycle and Pedestrian Master Plan
- Jurisdiction-wide Parks/Recreation Master Plan
- Jurisdiction-wide Forestry, Natural Habitat, and Water Quality Management Master Plan
12. Will an outside consultant or firm be contracted for the plan's development?
- Yes
- No (ineligible)
13. Has a contract for professional services already been awarded to a consultant/firm for this project?
- Yes (respond to the questions below, if known)
- Name and Address of Firm: _____
- Telephone: _____ Website: _____
- Does the Consultant/Firm have related experience? Yes No (ineligible)
- Other qualifications: _____
- No
14. **Compliance with Bids/Proposals/Qualifications Requirement:** Please indicate which of the following actions the Project Sponsor has taken (or will take) to comply with the Bids/Proposals/Qualifications requirement as detailed on Page 10. *Check all that apply
- Public Advertising:** The Project Sponsor has, or will, public advertise for bids, proposals, or qualifications for professional services prior to awarding the contract.
- Competitive Proposals:** The Project Sponsor has obtained, or will obtain, at least two (2) responsive and responsible proposals, bids, or qualifications from experienced consultants/firms prior to awarding the contract.
- Existing Professional Services Agreement:** The Project Sponsor currently maintains a Professional Services Agreement with a firm experienced in related planning. The agreement covers the required planning work and complies with the *Local Government Services Selection Act* (50 ILCS 510).

Date of Agreement: _____

Duration of Agreement: _____ to _____

None of the above (ineligible)

15. Will the park/trail master plan be certified by an engineer/landscape architect or the forestry/habitat/water quality plan be developed and authored by professionals holding relevant credentials?

Yes

No (ineligible)

16. Estimated Project Completion Date: _____
(Month and Year required)

Project Budget and Breakdown of Eligible Costs

17. Total Estimated Project Cost: \$ _____

18. Requested MEPRD Grant: \$ _____ which is _____ % of line 17.
** Must be less than or equal to 40% of the total project cost listed on line 17.*

19. Cost Share / Combined Total of all other Project Revenues:
** Must be greater than or equal to 60% of the total project cost listed on line 17.*

A. Monetary Contribution by Project Sponsor (excluding funding by others) \$ _____

B. Other Grants, Funds, and/or Monetary Donations (excluding MEPRD) \$ _____
** Must list all included grants, funds, or donations and document within Attachment E.*

C. **Cost Share Subtotal** (A + B) which is _____ % of Line 17. ... \$ _____
** If filled out correctly, Line 18 + Line 19C should equal Line 17.*

** Continue to Next Section/Page **

20. General Expense Categories:

<u>Category</u>	<u>N/A</u>	<u>Estimated Total</u>	<u>% of Total</u>
Consulting Services:	<input type="checkbox"/>	\$ _____	_____ %
Development/Evaluation Costs:	<input type="checkbox"/>	\$ _____	_____ %
Engineering Services:	<input type="checkbox"/>	\$ _____	_____ %
Other: _____	<input type="checkbox"/>	\$ _____	_____ %
Total Estimated Project Cost <i>(should equal Line 17):</i>		<u>\$ _____</u>	<u>100 %</u>

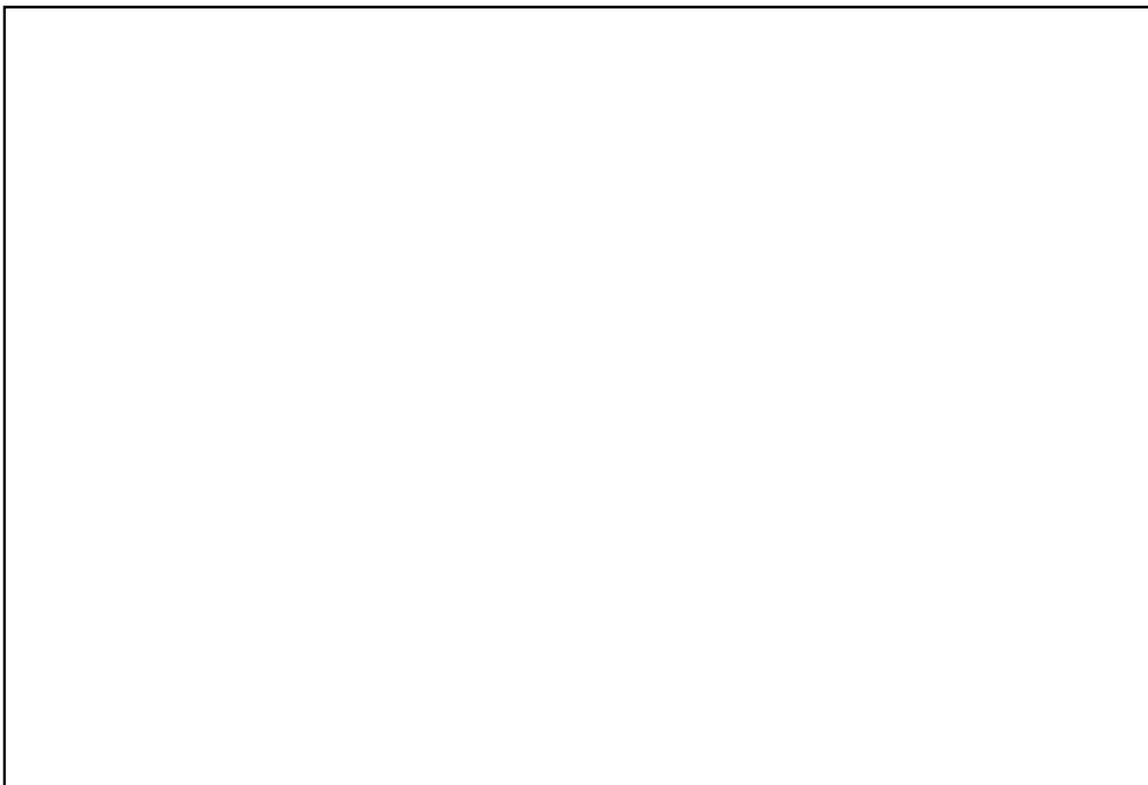
Discussion

21. Describe the need for the plan(s) being proposed and its expected impact to your community/jurisdiction. If updating or replacing an existing master plan, please indicate how or why that plan fails to meet the needs of your community/jurisdiction.

22. Describe the steps and methods by which you intend to engage the general public during the project's development. Also, how do you intend to facilitate engagement from underrepresented populations within your community?



23. Describe the Project Sponsor's intended future commitments by which it will attempt to fulfill the objectives identified in the proposed plan? For example, if a bike/ped plan, does the Project Sponsor intend on creating and adopting a complete streets policy or committee?



Supporting Documents/Attachments

Attach the following supporting documents to your application in the order specified below. If any attachment(s) do not apply to your grant request, please include a statement explaining so rather than excluding the attachment.

Attachment A	Detailed Written Project Scope. This should be a written narrative (i.e., not cut sheets) describing the project.
Attachment B	Copies of estimates, bids, quotes, or documentation to support the estimated project costs identified within the application.
Attachment C	Estimated Project Timeline. Provide a copy of the project's estimated timeline, along with an anticipated completion date. <i>* The estimated completion date should match the date shown on Line #17.</i>
Attachment D	Resolution or Letter* from the Applicant indicating support for the project and corresponding application to MEPRD, dated no more than six (6) months prior to the submittal of this application. <i>* Support letter must be on official letterhead of the Applicant, bearing a signature by the Mayor, Board President, or Chief Executive of the organization or department.</i>
Attachment E	Documentation of Grants, Donations. Provide a description of all grants and cash donations contained in Line #20. Include grant/donor name(s), a copy of the grant announcement, funding award date, funding expiration date, and a copy of the award letter, if applicable.
Attachment F	Description of Future Plans. Provide a copy of your community/agency's existing parks, bike/ped, and/or forestry plan, if applicable. Plans can be hardcopy or electronic. If you have submitted this information to MEPRD within the past three years and no updates or changes have been made, a statement explaining this will suffice.
Certification Statement	Certification Statement found on the last page of the application signed by the Mayor, Board President, or Chief Executive of the organization or department. <i>* Original signatures required on each copy.</i>

Certification Statement

In WITNESS WHEREOF, the undersigned parties have caused this grant application to be executed by their duly designated and authorized representatives.

I do hereby certify that I have the legal authority to represent the Project Sponsor and submit this grant application on behalf of the Project Sponsor (i.e., "Grantee") and that the information presented in this grant application and the referenced attachments are true and correct. I do further certify that the project will be completed in accordance with the provisions set forth in this grant application and the MEPRD project agreement and that the Grantee has the financial resources to initially fund one hundred percent (100%) of the proposed project costs (or will have if this is a contingent award).

It is understood that the project must be completed within the timeframe established in this application and the project agreement, and the reimbursement request must be submitted within ninety (90) days of project completion, unless extenuating circumstances prevent it and are discussed with and approved by MEPRD. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements and relieving MEPRD from further payment obligations on the grant.

I also certify that only the project components, items, and quantities listed in this application and subsequently approved by MEPRD constitute the eligible project scope for grant reimbursement. I acknowledge that costs associated with any components, items, or quantities falling outside this MEPRD-approved scope are ineligible for reimbursement in accordance with FY26 program guidelines.

** Signee must be Mayor, Board President, or Chief Executive of organization or department.*

Name of Grantee: _____

Print Name: _____

Print Title: _____

Signature* and Date: _____
(date)

Attested By: _____

Signature and Date: _____
(date)

Name of Grantor: Metro East Park and Recreation District _____

Print Name: Bryan Werner _____

Print Title: MEPRD Executive Director _____

Signature and Date: _____
(date)

Attested By: Cole Preston, MEPRD Grant Coordinator _____

Signature and Date: _____
(date)