

Thank you for your interest in working with Conejo Recreation and Park District to improve and enhance our parks and facilities. The Conejo Recreation and Park District Capital Improvement Fund Grant is a tool for community groups to turn their project concepts into a reality. Each year, money will be set aside to fund this program so that groups may contribute projects that will enhance our parks and facilities and benefit the community and its members. Non-profit groups may apply for fund dollars to initiate, plan, organize, and implement a project in partnership with CRPD.

These applications are for requests that will address easily identifiable park and recreational needs, such as adding park furnishings, addressing maintenance issues, and purchasing or enhancing recreational equipment. Projects must be completed in 12 months or less.

There are two categories for requests:

#### NON-MATCHING

The request for funds may be up to a maximum of \$5,000 for each project.

#### MATCHING

The request for matching funds must be a minimum of \$5,000 and no more than the maximum of \$25,000 for each project.

Raising necessary funds will be the responsibility of the individual or organization proposing the project. Conejo Recreation and Park District cannot assist with the funding and will match the funds of the project proposal when approved.

**NOTE: AN INDIVIDUAL OR ORGANIZATION CANNOT SUBMIT A NON-MATCHING AND A MATCHING APPLICATION IN THE SAME CYCLE; HOWEVER, YOU MAY COMBINE THE TWO APPLICATIONS INTO ONE MATCHING APPLICATION.**

#### **Process:**

1. **Fill out the appropriate application.**
2. **Turn in application (via email preferred) by deadline: May 1, 2026**
3. **Review Process:** CRPD will review the proposal and application which is based on the following criteria:
  - a) **Project Feasibility:** The budget is reasonable and appropriate, the timeline is realistic, and the project has a clear beginning and end.
  - b) **Impact on park maintenance**

- c) Impact on existing park users
  - d) Permits required for land use and/or building
  - e) Funding
  - f) Project implementation
  - g) Community need - the project is appropriate and is representative of the demographic make-up of the community. If applicable, project community match is documented with supporting signatures that demonstrate widespread participation and support for the project.
  - h) Applications will be reviewed and decisions will be made prior to **July 1, 2026**.
4. **Selection of Projects:** CRPD will select the projects that best qualify for the Capital Improvements Fund Grant. Projects that are approved will receive a full or partial grant.
  5. **Project Implementation:** If your project is approved, a District member will be appointed to work with you to make sure that project is completed according to park standards. All capital improvements will be approved by the District and coordinated through the District.

#### **Grant Application Criteria:**

1. **Non-Profit Status:** Applicant must be a non-profit organization.
2. **Matching Funds (if applicable):** Organizations receiving a Capital Improvements Matching Fund Grant must provide the District at least one hundred percent match to the District's Grant. (Defined as Organizational funding; is 50% or greater of the project cost.)
3. **Demonstration of Need for Funds:** Applications must show a demonstrated need, beyond normal capacity to fundraise, for requested funds.
4. **Location of Project:** Capital Improvement project must be constructed on District property.
5. **Benefit to the District:** To be eligible for funding, organizations must demonstrate that any monies received will be used solely for the improvements which benefit the District and its patrons.
6. **Timelines:** Requests for funds must be for future capital improvements and not for reimbursement of funds expended on a past project. Funds will not be awarded until the project is ready to go for construction and bids have been awarded.
7. **Frequency of Requests:** Funding in consecutive years is acceptable if a clear community, philanthropic, or public benefit is demonstrated.
8. **Grant Agreement:** Organizations receiving the Capital Improvement Fund Grant shall enter into a written Grant Agreement with the District and shall stipulate the grant funds will be used solely for the purposes described in the Application Form. If the project funded by the Grant Fund is canceled, altered, or delayed after the Grant Agreement is signed, the organization agrees to notify the District and will be subject to District review and request to refund the grant amount, in full or in part.

## **Examples of Projects:**

The following projects are examples that can be accomplished through this program; however, other projects can also be submitted.

1. **Enhancing Sports Fields:** Refurbishment of fields such as turf, irrigation, and lighting improvements.
2. **Adding Permanent Improvements:** Build or enhance a physical improvement to a park or facility, such as an installation of a scoreboard, restroom construction, building additional fields, batting cages, etc. These types of projects encourage partnerships between the District and sports organizations in the community.
3. **Enhance a Park Project:** Creates opportunities to all community members, to organize a project that makes a change or improvement in a CRPD park or facility. The projects can include but are not limited to, shade structures, trail maintenance, installation of park benches, etc.