

# PARTNERSHIP MATCH PROGRAM

## APPLICATION GUIDELINES

The DNR thanks you for your time and effort put into improving our parks and recreation areas. We recognize that fundraising is no small task and offer the Partnership Match Program as an incentive for your efforts towards achieving your goals.

The eligibility requirements for the Partnership Match Application are described, as well as requirements and other issues you should consider when deciding whether to submit an application. More details on the information and documentation you should submit as part of your application package can be found in the Partnership Match Program Application form. To obtain a copy of the application form and other program documents, visit [www.michigan.gov/dnrfriends](http://www.michigan.gov/dnrfriends) and click on "Partnership Match Program" under "Useful Information". You may also contact your local unit supervisor or Matt Lincoln at [lincolnm@michigan.gov](mailto:lincolnm@michigan.gov) for more information.

### WHAT IS THE PARTNERSHIP MATCH PROGRAM?

The **Partnership Match Program** is administered by the Department of Natural Resources (DNR) for the purpose of leveraging and matching the fund raising efforts of established friends groups or other qualified organizations towards common goals and projects located within Parks and Recreation Division (PRD) administered lands, PRD managed campgrounds or PRD managed trails. The funds for this program are enabled through the Recreation Passport Program and the Park Endowment fund.

### PROGRAM AUTHORIZATION

The Partnership Match Agreement is authorized by the Natural Resources Commission Procedure number 1031 Gifts and Requests issued January 1, 1977 and 16.01-04 - Acceptance of a Gift of Design, and/or Construction of a Facility issued on December 1, 2005, and the Department of Natural Resources Policies and Procedures 02.10-31 Gifts and Bequests issued June 15, 2006, and 02.01-14 Cash Donation Receipts issued April 21, 1982, and Procedure 1210.10 Gifts and Donations issued January 1, 1994, and the Management and Budget Act 431 of 1984 section 18.1237.

### ESTABLISHING ELIGIBILITY

The following organizations are eligible to submit a Partnership Match Program Application:

- Eligible friends groups that are nonprofit corporations as described in Section 501(c)(3) or (4) of the Internal Revenue Code and exempt from taxation under section 501(a). In addition, the organization must have a Memorandum of Understanding with the DNR.
- Nonprofit Conservation Organizations (NCO) that are nonprofit corporations, charitable trusts or other nonprofit associations as described in Section 501(c)(3) or (4) of the Internal Revenue Code and exempt from taxation under section 501(a). In addition, the NCO must have a Memorandum of Understanding with the DNR.
- Community Foundations that are nonprofit corporations, charitable trusts or other nonprofit associations as described in Section 501(c)(3) of the Internal Revenue Code and exempt from taxation under section 501(a). In addition, the foundation must have a Memorandum of Understanding with the DNR.
- Applicants must meet with the DNR unit supervisor and gain all Work Item Proposal (WIP) approvals prior to applying for the Partnership Match Program. Trail projects located on State Forest lands must have an all Trail Proposal approvals prior to applying for the Partnership Match Program.

### ELIGIBLE PROJECTS

- Applications will be accepted from friends groups or other qualified organization for construction-based development projects located within PRD administered lands, PRD managed campgrounds or PRD managed trails only. Examples of these types of projects include playgrounds, fishing piers, trails, kayak launch, boardwalks, etc.
- Projects must have complete Work Item Proposal (WIP) approval prior to applying for the Partnership Match Program. Trail projects located on State Forest lands must have an all Trail Proposal approvals prior to applying for the Partnership Match Program.

## **ALLOWABLE NUMBER OF PROJECT SITES**

Each application submitted must be for a single project on a single site.

## **MINIMUM AND MAXIMUM AMOUNTS**

In order to serve as many organizations as possible, we anticipate the total value of State materials and/or services to be between \$5,000 and \$20,000.00, depending on funding availability and the number of applicants.

## **NUMBER OF ALLOWABLE APPLICATIONS FROM A SINGLE APPLICANT**

There is no limit to the number of applications that can be submitted within a funding cycle. However, the applicant will be asked to prioritize multiple applications. Only the highest priority application will be eligible to receive the maximum number of points listed in the Partnership Match Program application.

## **ELIGIBLE PARTNERSHIP SCENARIOS**

Communication with the local unit supervisor (park manager) should begin no later than 1 month prior to the application deadline to ensure signators have a chance to review the application. The proposed project can be programmed in the following three scenarios which will be determined by coordinating the application with your local unit supervisor.

1. 501(c)(3) gifts the money to the DNR and the State implements the project through their project implementation processes.
2. The DNR donates materials and the 501(c)(3) implements the project.
3. The DNR and the 501(C)(3) each agree to implement their own portion of the project as separately administered projects.

## **GIFT & ACCEPTANCE AGREEMENT**

An UNSIGNED Gift & Acceptance Agreement draft is required as part of the application. The short form is used for scenario 1. The long form is used for scenarios 2 and 3. Work with your local unit supervisor (park manager) to fill out the agreement draft completely including all items under Section 3 of the Partnership Match Program Application transferred to "Exhibit A" of the Gift & Acceptance Agreement draft. This draft document should be submitted along with the Partnership Match Program Application.

## **MATCH REQUIREMENTS**

The total value of materials and/or services provided by the applicant's organization may be no less than 50% of the estimated total project value. Applicants must provide proof of adequate funds for a minimum of 50% of the total project cost in the form of a bank account statement from the 501(c)(3) organization account and/or letters of commitment from external funding sources. Architectural, Engineering and Design services are not eligible towards the match amount. Work incurred during past phases of a large scale project is also not eligible towards the match amount.

Volunteer and/or in-kind services may be used as match, but must be documented with a letter of commitment and assigned a monetary value based on the current IRS federal rate for volunteer services. The current rate for Michigan is \$33.49 per hour.

## **PROJECT TIMELINE**

Projects must not begin until the Gift & Acceptance Agreement has been signed by the parties involved. Upon execution, the project should be completed within 2 years.

**Deadline for all applications is January 17, 2025.**

Awards are expected to be announced in April, 2025.

## QUESTIONS

It is important for the applicant to work closely with their local unit supervisor (park manager) in preparing this application. Attached are contacts for the DNR's regional planners and district supervisors who are also valuable resources. All other questions should be directed to Matt Lincoln, program coordinator. [lincolnm@michigan.gov](mailto:lincolnm@michigan.gov). The cut-off date for questions is **January 10, 2025**. A Frequently Asked Questions statement will be produced and distributed within 2 days after the cut-off date if warranted.

## REVIEW AND AWARD PROCESS

Upon evaluation of all submitted applications, you will be notified via a letter whether or not your project has been approved under this program. The letter will explain the next steps to take in the process in order to move forward with your project. The formal agreement is not executed until either the Gift & Acceptance Agreement (Scenarios 2 and 3) or a memorandum of understanding letter (Scenario 1) has been signed by the parties involved, depending on the Partnership Scenario selected.

## PROGRESS REPORTS

Upon execution of the project, progress reports must be submitted to Matt Lincoln no later than the 1<sup>st</sup> of every month upon receiving your letter of award. This report may be in the form of a written letter or e-mail and must address the following items:

1. Descriptions of each task in the scope of the project
2. Percent complete of each task in the scope of the project
3. Percent of total project completed to date
4. Problems/delays/issues that have occurred and how they were resolved
5. Progress photos as applicable

## PROJECT CLOSEOUT

Once a project has been completed, a statement from the local DNR unit supervisor to Matt Lincoln will allow the project to be closed out.