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# Community Enhancement Program

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Guideline for Proposals

Approved By:   
Parks, Recreation & Community  
Services Director

Date: 5/13/2021

The Town of Sahuarita Parks, Recreation and Community Services Department (Department) has established this guide to provide information to individuals and organizations interested in proposing a Community Enhancement project.

### **Purpose and Scope of the Community Enhancement Program**

Town of Sahuarita residents and members of local organizations have an opportunity to propose and implement their ideas to enhance the Town of Sahuarita and community well-being.

Eligible projects include:

- New, one-time programs that the general public will be able to attend
- Enhancements to Town-owned or operated public spaces that are accessible by the general public

Ineligible projects include:

- Invitation-only programs; programs restricted to a specific association or neighborhood
- Existing and on-going programs
- Enhancements in restricted spaces not accessible by the general public; i.e. gated communities

### **Community Enhancement Proposal and Selection Process**

Proposals will be accepted when advertised and must be submitted using the format established by the Department.

Applicant must provide sufficient information to fully describe the proposed project: title, where, what, when, why, who, how, site plan, project components, estimated expenses, in-kind support, and implementation plan. Supplies, contracted professional services, and rental equipment are examples of eligible project expenses. Cost of Applicant's labor is an example of ineligible project expense.

Proposals will be reviewed by the Department for completeness. Complete proposals received by the established deadline will be reviewed by a steering committee appointed by the Parks, Recreation and Community Services Director (Director). The steering committee will numerically score the projects and establish a ranked priority to recommend to the Director. If a minimum score has been established, only projects meeting or exceeding the minimum score may be included among the recommended list of projects. If a maximum amount per individual project has been established, only the maximum award or less may be recommended for award by the steering committee. Only the number of recommended projects that do not exceed the total program funding available will be finalized by the Department.

Applicants will be notified whether or not their proposed project has been selected. The Department may request additional information and modifications in order to confirm and finalize the project. An organization with a Federal tax identification number can receive funds directly (W-9 required); copies of expense receipts must be provided to the Department. An organization without a Federal tax identification number and individuals will coordinate project purchases through Department staff. Project expenditures for a selected project cannot occur until a written agreement with the Department is signed by all parties and the Department has issued a notice to proceed.

Enhancement projects must be completed/implemented during the funded fiscal year and by the date established by the Department.