

Jeff R. Degitz
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Department of Recreation and Parks
Carroll County Government
300 South Center Street
Westminster, Maryland 21157

SELF HELP PROJECT REQUEST FORM

A. Recreation Council _____

B. Group sponsored by Recreation Council _____

C. Project Coordinator contact information

Project Coordinator _____ Phone _____

Street Address _____

City _____ Zip Code _____ Email _____

D. Project Description – Provide a brief description of project including location of project and any additions or improvements to be made (attach additional pages if necessary)

E. Estimated Project Cost – Provide an estimate of all Labor and Materials to be procured. (Three written price quotes will be required once a project is approved by the Recreation and Parks Advisory Board)

Total project cost \$ _____

Brief description of goods and services to be procured _____

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F. Project Justification – Briefly describe the benefit(s) this project will provide to the Recreation Council and the community.

G. Project Site – Describe the project site including; site name, property owner and site address. Please attach any site plan drawing and/or any project specifications to your application. *If the project is to occur on a municipal property (City/Town), Public School property or Quasi-Public property a Right of Entry (ROE) form must be provided, please find this form on the last page of the project request form. The property ROE form must be fully executed with appropriate signatures and be submitted with the project request form for a project to be considered for funding.*

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Prior section H & I (Non Recreation and Parks sites permission form has moved to the last page of the request form.

H. Project Funding Source:

- Total cost of proposed project
(As provided in section E of this document) 1. \$ _____
- Project amount over Recreation and Parks project limit of \$20,000 2 \$ _____
- Subtract line 2 from line 1 and enter here 3 \$ _____
- Number of volunteer hours 4. # _____
- Multiply total hours in line # 4 by \$10
(Please note that volunteer hours cannot be accepted for Tot lots) 5 \$ _____
- Subtract line # 5 from line # 3 and enter here 6. \$ _____
- Multiply total in line # 6 by 75% and enter here 7. \$ _____
- Subtract line # 7 from line # 6 and enter here 8. \$ _____
- Add total on line # 2 to the total on line # 8 and enter here. 9. \$ _____

*Please note that line # 9 amount represents the dollar amount due from the requesting group in cash. Please note that this amount must be at least 15% of the total project cost.

Signature of Project Coordinator _____ Date _____

Signature of Rec. Council President _____ Date _____

*Please note that completed project request forms must be submitted to the Department of Recreation and Parks by the first Wednesday in September and February to be considered for funding.

Please feel free to contact the Department of Recreation and Parks with any questions.

(410) 386-2103 - 1 (888) 302-8978 X2103 - FAX 410-876-8284

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GUIDELINES FOR SELF HELP PROJECT COORDINATORS

- 1) The person designated as the project coordinator is responsible for all communication between the Department of Recreation and Parks and the Recreation Council or organization completing the project.
- 2) All requests for supplies, materials or contracted services must be made to the Department of Recreation and Parks. **The Recreation Council or organization may not contract for or purchase supplies, services or materials; this must be rendered by the County.**
- 3) The project coordinator shall provide a list of all requested materials including; amount needed, description of materials or work to be completed, suggested manufacturer, etc.
- 4) Please allow 3-4 weeks minimum for the County to purchase supplies, materials or contract for services that can be obtained locally. In the case of tot lots and other materials or contracts that must be bid by the County, delivery is dependent on completion of the bid process and the manufacturers or contractors schedule, usually at least 10-12 weeks.
- 5) If materials are available locally they may either be delivered or picked up at the supplier. If you choose to have materials delivered we must have a name and phone number of a person who will be available to meet the delivery truck and be responsible for accepting materials/goods at the assigned site(s).
- 6) In the event that a small amount of materials costing less than \$100.00 is needed to complete a project, the project coordinator may obtain a Minor Purchase Order from the Department of Recreation and Parks, which may be used to purchase supplies immediately.
- 7) Please return all invoices, receipts and Minor Purchase Orders to the Department of Recreation and Parks, as soon as possible.
- 8) All purchases must pertain to items included in the original project request.
- 9) **There will be a 1 year time limit during which the project must be completed.** After 1 year, the project account will be automatically closed **unless an extension is requested in writing before this deadline and the extension is approved by the Department of Recreation and Parks.**
- 10) Closed accounts with balances of \$1,000 or less will be transferred in their entirety to the unallocated Self Help Fund. In cases where closed accounts have balances greater than \$1,000, 25% of the remaining balance (not to exceed the original recreation council contribution) will be refunded to the requesting recreation council and the remainder will be transferred to the unallocated Self Help account.

I understand that the cost of any materials, supplies or services purchased without the knowledge and consent of the Department of Recreation and Parks is the responsibility of the Recreation Council or organization requesting the Self-Help Project.

Signature of Project Coordinator

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RECREATION AND PARKS SELF HELP RIGHT OF ENTRY (ROE) FORM

Project Name _____

Project Location _____

Municipal Property _____

Authorized by _____ Date _____

Printed Name and Title _____

School Property _____

School Principal's signature _____ Date _____

Printed Name and Title _____

BOE Director of Facilities signature _____ Date _____

Printed Name and Title _____

Quasi-Public Property _____

Authorized signature _____ Date _____

Printed Name and Title _____

Revised 07.25.18