

Municipal Park Grant Commission

Planning Grants

The application deadline is open-ended. You may submit at any time during the year.

Introduction

The Municipal Park Grant Commission of St. Louis County's Planning Grant Program is designed to assist municipalities that **do not have professional parks or planning staff**. The grant provides funding to help cities retain qualified consultants with experience in developing park master plans, assess existing facilities, and/or plan for specific park improvements. The plan will ensure that communities can make strategic, well-designed investments in their parks and recreation systems. A successful planning grant will also improve and streamline the Construction Grant application.

The Commission will pay up to \$10,000 for a Planning Grant. The grantee required to pay 20% of the cost and is responsible for all costs that exceed \$10,000.

Consultants must have at least 2 years' experience in park planning, civil engineering, or landscape design. A list of approved consultants is attached to the application instructions. For detailed information on consultants, including primary contact and references, visit the Park Commission website at:

<https://muniparkgrants.org/>

*** The Commission provides funds on a reimbursement basis after ensuring all items in the scope of work have been completed. All Planning Grant projects must be completed and reimbursed by May 1 of the grant year. This deadline is necessary to ensure that Staff has sufficient time to review and approve the Planning Grant requirements prior to the Project Grant application cycle in June. Municipalities that do not meet this deadline will not be eligible to submit a Project Grant application in that cycle. ***

*** Municipalities can only have one planning grant at a time. ***

***** Do not enter into a signed agreement with the consultant until the Planning Grant application has been reviewed and the Planning Grant approved by the Park Grant Commission. *****

Guidelines

1. The Commission will grant up to \$10,000. Applicants are required to pay at least a 20% match of the funds they have been granted.
2. Municipalities may apply for planning grants at any time during the year, limited to one open grant at any given time.
3. For cities with limited land or resources, the Commission encourages collaboration and coordination with surrounding cities, school districts, and civic organizations that may have available land or shared interests, to promote regional cooperation and maximize community access to quality park facilities.

4. A copy of the finished plan prepared by your consultant must be submitted with the reimbursement request.

Preparing the Application

- 1) The planning process should begin with the elected body. City officials are encouraged to discuss and define the general park and recreation priorities, needs, and conditions they want the consultant to address. This will help ensure the final plan reflects the community's vision and leadership goals. A resolution from your municipality's governing body indicating the purpose of the planning grant is required to be submitted with your planning grant application.
- 2) Meet with one or more potential consultants to discuss the city's park and recreation needs, priorities, and expectations for the planning process. This meeting provides an opportunity for the city to outline its goals and for the consultants to present their qualifications, relevant experience, and proposed approach. The purpose is to ensure both parties understand the scope of work and to help the city identify the best-qualified firms to submit formal proposals. The cities should document these discussions to assist in evaluating proposals fairly and consistently. A consultant's written proposal is required to be submitted with your planning grant application.
 - a) **All municipalities must follow their local and state procurement procedures when selecting a consultant. This includes complying with applicable bidding, proposal review, and contracting requirements to ensure fairness, transparency, and accountability.**
- 3) Request a proposal from selected consultant. The proposal will be submitted as part of the Planning Grant Application. The consultant's proposal should indicate how they will complete the following:
 - Initial basic assessments of existing conditions and opportunities;
 - At least two community engagement meetings (e.g., public hearings, citizen walk-arounds, charrettes, or other effective methods) — one early in the process to gather input and one near the end to review draft recommendations. *Community input is required* to identify gaps, needs, and craft solutions;
 - Preparation of drawings, cost estimates, and improvement concepts;
 - Review and evaluation of existing park and recreation facilities;
 - Development of a written analysis and set of recommendations;
 - Preparation of master plan opinions of probable costs or updates to existing/older master plans;
 - Creation of detailed maps with dimensions and both written and graphic descriptions of each park element;
 - Optional: Completion of construction grant applications by the consultant for submission in the fall grant round or other applicable funding opportunities.

The consultant proposal is typically a 2-4 pages document submitted by a consultant to the municipality which must be attached to this application. If approved, this proposal is the basis for the agreement between the Commission and your municipality.

- 4) Download planning grant application from Park Commission website at <https://muniparkgrants.org/>
- 5) Complete application and attach to this document.

Attachments to this document:

- 1) Application (Separate Link on Website)**
- 2) Consultant background information – Following your city’s procurement policies, you may seek proposals from any legitimate recreation or facility consultant with at least 2 years of experience. See list of pre-certified park consultants published on the Park Commission website.**

Submitting the Application

Staff will confirm receipt of Application.
If you do not receive an email back, please contact (314) 726-4747.

Email: staff@stlmuni.org

Mail: 11911 Dorsett Rd, Maryland Heights, MO 63043