

# Recreation User Group Grant (RUGG) Application Form

**Familiarize yourself with Schedule C – RUGG Application for application guidance and grading criteria. This will help you prepare a complete RUGG application and improve your chance of success.**

RUGG applicants can apply for one or more project/program during each funding cycle.

Rather than having RUGG applicants prepare multiple RUGG applications, RUGG applicants are permitted to apply for more than one project/program on a single RUGG application. You are required to fill out one **Project Insert** for each project/program/event you are applying for.

*RUGG applications must be legible. Detailed point form is acceptable and encouraged. RUGG applicants are encouraged to complete and submit their RUGG application via the online fillable form where possible.*

## 1.0 Recreation User Group Grant Applicant Information

1.1 Organization Name:

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1.2 Mailing Address:

1.3 Primary Contact Person Information:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

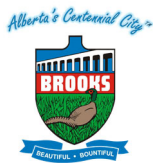
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

1.4 Other Contact Person Information:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

1.5 Describe your organization and its purpose:



# PROJECT INSERT

Only include one project/request on each insert. Repeat as required.

## 2.0 Project/Program Overview

2.1 Project Title: \_\_\_\_\_

2.2 Provide a brief summary of the project: \_\_\_\_\_

2.3 Provide a statement of need for your project: \_\_\_\_\_

Target Audience (age): \_\_\_\_\_ Anticipated # of Users: \_\_\_\_\_

Location of Program/Project: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

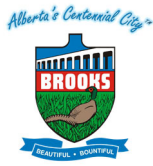
2.4 How will your organization collect feedback to improve your project? How will you know the project is successful?

2.5 Amount Requested: \_\_\_\_\_

2.6 Has your organization requested additional funding from other sources: Yes No

## 3.0 Project Budget (all totals must Balance)

Income:	Expenses: List all expenses for this project/program		
Amount Requested (2.6):	\$ _____	_____	\$ _____
Other Income):	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
Total:	\$ _____	Total:	\$ _____



Schedule "D"

**4.0 Current Financial Statements**

4.1 \_\_\_\_\_ agrees the attached financial statements are true,  
 Organization Name accurate and have been approved by the executive body.

4.2 Indicate financial statements and applicable fundraising information (e.g. casino receipt or fundraising letter) have been attached to this application.

- Financial statements (mandatory)
- Other (if applicable)

\_\_\_\_\_

List organization's financial accounts and identify the proposed use for these funds.

Type of Account	Proposed use for funds

**5.0 Application Agreement**

5.1 \_\_\_\_\_ agrees that the information in this document is true and  
 Organization Name accurate.

5.2 Indicate which documents have been attached to the RUGG application. Check all boxes that apply:

- Recreation User Group Grant Applicant Information - Page 1 (mandatory)
- Project Insert - Page 2 (mandatory) \_\_\_\_\_
- Project Insert - Page 2 (if applicable) \_\_\_\_\_
- Project Insert - Page 2 (if applicable) \_\_\_\_\_
- Current Financial Statements - Page 3 (mandatory)
- Quotes attached (if applicable)
- Letters of Support (optional)

5.3 Signature:

\_\_\_\_\_  
 Signature/Position Date (mm/dd/yyyy)

\_\_\_\_\_  
 Signature/Position Date (mm/dd/yyyy)

\*All sections of the RUGG application must be completed or the RUGG application will not move forward.