

Kane County
RECREATION & TRANSPORTATION
Special Service District

Grant Program Manual

1. PURPOSE

The Kane County Recreation & Transportation Special Service District (“District”) Grant Program provides funding to support a diverse range of projects that improve transportation infrastructure and recreational amenities within Kane County.

The program is intended to serve as either:

- A primary funding source, or
- A gap or matching funding source when other funding is not reasonably available.

2. GOVERNING AUTHORITY

This Grant Program is established under the authority of the Kane County Recreation & Transportation Special Service District and is administered in accordance with applicable Utah law, including the Utah Open and Public Meetings Act (Utah Code 52-4-101) and the Special Service District Act (Title 17D, Chapter 1).

Participation in this program constitutes acceptance of this Manual and all related District requirements.

3. ELIGIBILITY

Eligible applicants include:

- Local governmental entities
- Nonprofit organizations
- Community groups
- Public-private partnerships

All projects must:

- Be located within Kane County
- Relate to transportation infrastructure or recreational amenities

The District may determine eligibility and suitability on a case-by-case basis.

4. FUNDING PRIORITIES

Applicants are encouraged to pursue state and federal grant opportunities or other external funding sources prior to requesting District funding.

The District intends to serve as:

- A matching or gap funding source when possible, or
 - A primary funding source when no other funding is reasonably available.
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5. APPLICATION SUBMISSION

Applicants must complete and submit a funding application to the District Clerk at ccutler@kane.utah.gov along with any supporting documentation.

Applicants are encouraged to include all relevant documents and project information, as additional information improves Board review.

To allow adequate review time prior to a Board meeting, applicants are encouraged to submit all materials at least one (1) week prior to a regularly scheduled Board meeting.

6. APPLICATION REVIEW AND PRESENTATION

Applicants, or a designated representative, must attend a District Board meeting to be considered for funding.

The presenting representative should be prepared to provide a detailed overview of the project.

All submitted materials will be available for Board review during the meeting. Additional supporting documents may be presented at that time if not previously submitted.

7. BOARD REVIEW AND DECISION

The Board will review each application presented and will vote to approve or deny funding during a publicly noticed meeting.

The Board may, at its discretion:

- Discuss, review, research, or postpone any application prior to a decision
- Request additional information or documentation
- Impose conditions or modifications on any application
- Approve full or partial funding requests

All funding decisions are made at the sole discretion of the Board.

8. AWARD APPROVAL AND ACCEPTANCE

If approved, the Clerk shall issue an Award Letter within five (5) business days of Board approval.

The applicant must:

- Sign and return the Award Letter within forty-five (45) days
- Submit a W-9 (first-time applicants only)

Failure to return required documents within 45 days will require the applicant to reapply for funding consideration.

Funds will not be disbursed until the signed Award Letter (and W-9 if applicable) is received.

9. FUND DISBURSEMENT

Disbursement of awarded funds is determined by the Board at the time of approval and may occur as:

- A lump-sum payment, or
- A reimbursement/invoice-based payment upon submission of required documentation

The method of disbursement is determined based on project scope, readiness, and Board determination.

10. POST-FUNDING REQUIREMENTS

10.1 Post-Project Reporting and Timeline

Successful applicants must submit a completed Post-Project Form within one hundred eighty (180) days of funding approval.

All awarded funds must be fully expended on the approved project within this 180-day period.

Grant funds may not be:

- Held or reserved
- Used outside the approved project scope
- Retained for future use or investment purposes

Any unspent funds must be returned to the District within thirty (30) days after the 180-day deadline unless otherwise approved by the District.

Applicants remain eligible to apply for additional funding during the 180-day reporting period. However, failure to submit the required Post-Project Form will result in ineligibility for future funding until the requirement is satisfied.

10.2 Documentation of Use of Funds

Applicants must submit a detailed budget of expenditures, including supporting documentation such as:

- Receipts
 - Invoices
 - Other financial records verifying use of funds
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10.3 Project Documentation (Optional)

Applicants are encouraged to submit photographs or documentation of project completion.

The District may request permission to use project materials for informational or public reporting purposes. Recognition of District funding is not required unless otherwise specified.

11. APPLICATION AND BOARD DISCRETION

The Board may, at its discretion:

- Discuss, review, research, or postpone any application
- Request additional information
- Impose conditions or modifications on applications

These conditions may not otherwise be specified within this Manual but may be required to ensure alignment with District objectives.

12. LEGAL AND PUBLIC REQUIREMENTS

The District complies with:

- Utah Open and Public Meetings Act (Utah Code 52-4-101)
- Utah Special Service District Act (Title 17D, Chapter 1)

The District exists to provide transportation and limited recreation services through facilities or systems acquired or constructed by the District.

13. QUESTIONS AND CONTACT

For questions regarding the funding process, contact: Clayton Cutler
ccutler@kane.utah.gov