

BERGEN COUNTY TRUST FUND
MUNICIPAL PROGRAM FOR PARK IMPROVEMENTS
Bergen County Open Space, Recreation, Floodplain Protection,
Farmland & Historic Preservation Trust Fund

2025 FUNDING ROUND
INSTRUCTIONS for DECLARATION of INTENT to APPLY Form

All prospective applicants to the Trust Fund Municipal Program for Park Improvements must complete the **Declaration of Intent to Apply Form** for its proposed municipal park improvement project for 2025 grant funding.

Please complete and return the Declaration of Intent Form no later than **FRIDAY, MARCH 28th, 2025**.

The County will review the completed form and advise accordingly as to the proposed project's eligibility and/or whether its proposed Trust Fund grant request can be accommodated within the limitations of the available Trust Fund funding for the current funding round.

Trust Fund Municipal Park Improvement Program Rules & Procedures Manual

The Trust Fund Municipal Park Improvement Program Rules & Procedures Manual document constitutes the Trust Fund rules governing the award of matching grants to Bergen County municipal governments, and qualified nonprofit organizations, for the development/re-development of outdoor recreation facilities. These rules establish project eligibility requirements, application requirements, funding award criteria, matching grant terms, and program administrative requirements. The Manual is located on the Trust Fund's web page.

Trust Fund Municipal Park Program Available Funds for Current Funding Round

The **estimated available** funding for the 2025 Trust Fund Municipal Park Improvement Program is **\$5,374,021**. This amount is distributed into each of the six Trust Fund Planning Regions. The regional sub-allocation chart is located on the Trust Fund's web page. *(The County Treasurer will certify the actual amount of final funding to be made available for the current funding round.)*

Return **Declaration of Intent to Apply Form** by email to Nancy Witkowski, Open Space Trust Fund, County of Bergen, Department of Parks: nwitkowski@co.bergen.nj.us. Any questions you may have, you can contact Ms. Witkowski at (201) 336-7255.

DECLARATION OF INTENT DEADLINE IS: FRIDAY, MARCH 28th, 2025

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Applicant

Name of municipality/nonprofit organization: _____

E-Mail: _____ Telephone: _____

Name of Municipal Park Site: _____

Tax Block/Lots and Street Address: _____

Briefly describe the proposed outdoor park and recreation improvements to be funded with this grant request. Specifically state the park features to be developed or improved:

Estimated Total Project Cost and Request:

Provide **ESTIMATED** source(s) and amount(s) of matching funds, **ESTIMATED** Bergen County Municipal Park Improvement grant request, and total project cost.

| MATCHING FUND SOURCE | AMOUNT |
|---|--------|
| A. | \$ |
| B. | \$ |
| <i>AMOUNT OF REQUESTED BERGEN COUNTY MUNICIPAL PARK IMPROVEMENT GRANT</i> | \$ |
| TOTAL PROJECT BUDGET | \$ |

Note: The Trust Fund grant request cannot exceed the total amount of available funding for the Trust Fund Municipal Subregion in which your municipality is located. Please refer to the document located on the Trust Fund’s website entitled, “Trust Fund Municipal Program Subregion Funding Allocations” to identify the amount of total grant funding available for your Municipal Subregion.

Mayor’s Signature (*required*)

Date

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