

McKINNEY COMMUNITY DEVELOPMENT CORPORATION
Project Grant Application
Fiscal Year 2019

IMPORTANT:

- Please read the McKinney Community Development Corporation Grant Guidelines prior to completing this application.
- The Grant Guidelines and Application are available at www.mckinneycdc.org; by calling 972.547.7653 or by emailing cschneible@mckinneycdc.org
- **Contact us to discuss your plans for submitting an application prior to completing the form.**
- A completed application and all supporting documents are required to be submitted via email or on a thumb drive for consideration by the MCDC board. Please submit the application to:

McKinney Community Development Corporation
5900 S. Lake Forest Blvd., Suite 110
McKinney, TX 75070

- *If you are interested in preliminary Board of Directors review of your project proposal or idea, please complete and submit the **Letter of Inquiry** form, available at www.mckinneycdc.org, by calling 972.547.7653 or emailing cschneible@mckinneycdc.org.*

Applications must be completed in full, using this form, and received by MCDC, via email or on a thumb drive, by 5:00 p.m. on the date indicated in schedule below.

2019 Project Grant Application Schedule

Application Deadline	Presentation to MCDC Board	Board Vote and Award Notification
Cycle I: December 28, 2018	January 24, 2019	February 28, 2019
Cycle II: March 30, 2019	April 25, 2019	May 23, 2019
Cycle III: June 28, 2019	July 25, 2019	August 22, 2019

APPLICATION

Project Grants support for projects eligible for consideration under Sections 501 and 505 of the Texas Local Government Code. These include:

- Projects Related to the Creation or Retention of Primary Jobs
- Infrastructure Improvement Projects Necessary to Develop New or Expanded Business Enterprises
- Public Parks and Open Space Improvements
- Projects Related to Recreational or Community (city/public access) Facilities
- Professional and Amateur Sports and Athletic Facilities, including Children's Sports
- Entertainment, Tourist and Convention Facilities
- Projects Related to Low Income Housing
- Mass Transit-Related Facilities
- Airport Facilities

INFORMATION ABOUT YOUR ORGANIZATION

Name: McKinney Parks Foundation

Federal Tax I.D.: 82-3513537

Incorporation Date: Sept 2017

Mailing Address: 1205 Tucker St.

City: McKinney

ST: TX

Zip: 75069

Phone:

Email: mckinneyparksfoundation@gmail.com

Website: www.mckinneyparksfoundation.org

Check One:

- ☒ Nonprofit – 501(c) Attach a copy of IRS Determination Letter
- ☐ Governmental entity
- ☐ For profit corporation
- ☐ Other

Professional affiliations and organizations to which your organization belongs:

REPRESENTATIVE COMPLETING APPLICATION:

Name: Rich Szecsy

Title: Vice President Operations

Mailing Address: 4807 Arbor Glen Dr.

City: McKinney

ST: TX

Zip: 75072

Phone: 214-202-1379

Fax:

Email: szecsy1@sbcglobal.net

CONTACT FOR COMMUNICATIONS BETWEEN MCDC AND ORGANIZATION:

Name: Rich Szecsy

Title: Vice-President Operations

Mailing Address: 4807 Arbor Glen Dr.

City: McKinney

ST: TX

Zip: 75072

Phone: 214-202-1379

Email: szecsy1@sbcglobal.net

FUNDING

Total amount requested: \$2000

Matching Funds Available (Y/N and amount): Yes, in the form of volunteer hours. All work will be performed by volunteers including materials sourcing and delivery, all assembly, all installation and ground preparatory work at each site.

Will funding be requested from any other City of McKinney entity (e.g. TIRZ Grant, City of McKinney Community Support Grant)?

☐ Yes

☒ No

Please provide details and funding requested:

PROJECT

Start Date: March 2019

Completion Date: April 2019

BOARD OF DIRECTORS (*may be included as an attachment*)

Please see attachment

LEADERSHIP STAFF (*may be included as an attachment*)

Please see attachment

Using the outline below, provide a written narrative no longer than 7 pages in length:

I. Applying Organization

Describe the mission, strategic goals and objectives, scope of services, day to day operations and number of paid staff and volunteers.

Disclose and summarize any significant, planned organizational changes and describe their potential impact on the Project for which funds are requested.

II. Project

- Outline details of the Project for which funds are requested. Include information regarding scope, goals, objectives, end user.
- Describe how the proposed Project fulfills strategic goals and objectives for your organization and benefits the McKinney community.
- Please also include planned support activities, timeframe/schedule, and estimated use and admission fees if applicable.
- Include the location for Project.
- Provide a timeline for the Project – from design to completion.
- Will the project be competitively bid?
- Are there plans for growth/expansion in future years?

Please provide the information requested below:

- | | | |
|-----------------------------|---|--|
| • An expansion/improvement? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| • A replacement/repair? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| • A multi-phase project? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| • A new project? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Has a feasibility study or market analysis been completed for this proposed project? *If so, please attach a copy of the Executive Summary.*

Provide specific information to illustrate how this Project aligns with one or more of the goals and strategies adopted by McKinney City Council and McKinney Community Development:

- Eligible for MCDC consideration under Sections 501 to 505 of the Texas Local Government Code (refer to MCDC Grant Guidelines and/or page 1 of this application)
- Support cultural, sports, fitness, entertainment, community projects and events that attract resident and visitor participation and contribute to quality of life, business development and growth of McKinney sales tax revenue
- Highlight and promote McKinney as a unique destination for residents and visitors alike
- Meet citizen needs for quality of life improvements, business development and sustainable economic growth for residents in the City of McKinney
- Demonstrate informed financial planning – addressing long-term costs, budget consequences and sustainability of projects for which funding is requested

Indicate which goal(s) listed above will be supported by the proposed Project/Promotional/Event:

Has a request for funding, for this Project been submitted to MCDC in the past?

☐ Yes

☒ No

Date(s):

III. Financial

- Provide an overview of the organization's financial status including the impact of this grant request on organization mission, goals and business model.
- Please attach your organization's budget for the current year and audited financial statements for the preceding two years. If audited financials are not available, please indicate why.

What is the total estimated cost for this Project?

\$2000

Please provide a detailed budget specific to the proposed Project.

What percentage of Project funding will be provided by the Applicant?

Are Matching Funds available? ☐ Yes

☐ No

Cash \$

Source

% of Total

In-Kind \$2000

Source MPF

% of Total 100

Please provide details regarding other potential sources for funding. Include name of organization(s) solicited; date of solicitation; amount of solicitation and date that notice of any grant/award/loan is expected.

IV. Marketing and Outreach

Describe marketing plans and outreach strategies for your organization and for the Project for which you are requesting funding – and how they are designed to help you achieve current and future goals.

V. Metrics to Evaluate Success

Outline the metrics that will be used to evaluate success of the proposed Project. If funding is awarded, a final report will be required summarizing success in achieving objectives outlined for the event.

Acknowledgements

If funding is approved by the MCDC board of directors, Applicant will assure:

- The Project for which financial assistance is sought will be administered by or under the supervision of the applying organization.
- All funds awarded will be used exclusively for the purpose described in this application.
- Applicant owns the land, building or facility where the proposed project will be located. If the Applicant does not own the land, written acknowledgement/approval from the property owner must be included with the application. The letter must document the property owner is aware of the proposed use of the property or facility; and the property owner has reviewed the project plan and application, approves and supports the efforts of the Applicant.
- MCDC will be recognized in all marketing, advertising, outreach and public relations as a funder of the Project. Specifics to be agreed upon by applicant and MCDC and included in an executed performance agreement.
- Organization's officials who have signed the application are authorized by the organization to submit the application.
- Applicant will comply with the MCDC Grant Guidelines in executing the Project for which funds were awarded.
- A final report detailing the successful completion of the Project, as measured against identified metrics, will be provided to MCDC no later than 30 days following the completion of the Project.
- Grant funding is provided on a reimbursement basis subsequent to submission of a reimbursement request, with copies of invoices and paid receipts for qualified expenses. Up to 20% of the grant awarded may be withheld **until the final report on completion of the Project is provided to MCDC.**

- The required performance agreement will contain a provision certifying that the applicant does not and will not knowingly employ an undocumented worker in accordance with Chapter 2264 of the Texas Government Code, as amended. Further, should the applicant be convicted of a violation under 8 U.S.C. § 1324a(f), the applicant will be required to repay the amount of the public subsidy provided under the agreement plus interest, at an agreed to interest rate, not later than the 120th day after the date the MCDC notifies the applicant of the violation.

We certify that all figures, facts and representations made in this application, including attachments, are true and correct to the best of our knowledge.

Chief Executive Officer

Signature

Printed Name

Date

Representative Completing Application



Signature

Rich Szecsy
Printed Name

12/27/18
Date

INCOMPLETE APPLICATIONS, OR THOSE RECEIVED AFTER THE DEADLINE, WILL NOT BE CONSIDERED.

CHECKLIST:

Completed Application:

- ☒ Use the form/format provided
- ☒ Organization Description
- ☒ Outline of Project: description, budget, goals and objectives
- ☒ Indicate the MCDC goal(s) that will be supported by this Project
- ☒ Project timeline and location
- ☒ Plans for advertising, marketing and outreach
- ☒ Evaluation metrics
- ☒ List of board of directors and staff
- ☒ Financials provided: organization's budget for current fiscal year; Project budget; audited financial statements
- ☒ Feasibility Study or Market Analysis if completed (Executive Summary)
- ☒ IRS Determination Letter (if applicable)

A FINAL REPORT IS TO BE PROVIDED TO MCDC WITHIN 30 DAYS OF THE COMPLETION OF THE PROJECT

FINAL PAYMENT OF FUNDING AWARDED WILL BE MADE UPON RECEIPT OF FINAL REPORT.

PLEASE USE THE FORM/FORMAT OUTLINED ON THE NEXT PAGE.



McKinney COMMUNITY DEVELOPMENT CORPORATION

Final Report

Organization:

Funding Amount:

Project:

Start Date:

Completion Date:

Location of Project:

Please include the following in your report:

- Narrative report on the Project
- Identify goals and objectives achieved
- Financial report – budget as proposed and actual expenditures, with explanations for any variance
- Samples of printed marketing and outreach materials
- Photographs, slides, videotapes, etc.
- Performance against metrics outlined in application

Please submit Final Report no later than 30 days following the completion of the Project/Promotional/Community Event to:

McKinney Community Development Corporation
5900 S. Lake Forest Blvd., Suite 110
McKinney, TX 75070

Attn: Cindy Schneible
cschneible@mckinneycdc.org



McKinney Community Development Corporation
Supporting Narrative for:
Ten Picnic Tables and Two Benches for Community Center Trail

Executive Summary

During the Spring of 2019 the McKinney Parks Foundation (MPF) will construct and install ten 8 ft long picnic tables and two concrete benches at various locations along the two mile natural surface trail at the McKinney Community Center. The MPF is recognized as the Trail Steward organization for the Community Center Nature Trail, and has put in over 100 volunteers hours in 2018 to restore, manage, and expand the trail. Part of this restoration was the reestablishment of the trail head, and expanding it with the installation of five new picnic tables from a local Eagle Scout project. This proved to be so successful, that the second trailhead is set for development in the Spring of 2019, and in combination, the MPF plans to install five new picnic tables at that location. The additional five picnic tables will be placed along the trail. Additionally two concrete benches will be installed further in the trail at the Dwayne Howell Meditation Garden to help enhance the experience at that park feature.

Organization Background

The McKinney Parks Foundation has been in existence since 2017 with three main functions:

- Organizing volunteers to help with projects in conjunction with the McKinney PROS Department;
- Encourage engagement by residents in park activities and programs;
- Provide a structure for organizing educational opportunities about the natural environment.

The MPF coordinates teams of volunteers to work on projects in the parks such as maintenance of hike and bike trails, building nature trails, upkeep of parks and open spaces, and adding amenities. The MPF partners with other local organizations (e.g. Master Naturalists, Crepe Myrtle Trail, DORBA) to provide education to school children and other McKinney residents and visitors that are interested in learning about nature and the ecology of North Texas. The MPF a Board of Directors comprised of McKinney residents who have served on the Parks Advisory Board, a Master Naturalist, a licensed



professional engineer, and others who have a keen interest in community involvement and enhancing the quality of life in McKinney.

In 2018 the McKinney Parks Foundation put over 100+ hours into the Community Center Trail:

2016 IRS Volunteer rate = \$ 22.16

Year	Hrs	Value
2018	110	\$ 2,438

Total = 110 \$ 2,438

This does not include the amount of materials that the McKinney Parks Foundation has either funded or had donated to support various projects on the trail. Due to the work the MPF has accomplished in 2018, the trail can again be used for educational and recreational activities, but more work is needed.

The Community Center Nature Trail serves as the gateway to Towne Lake. The trail also is host to several educational and recreational activities sponsored through the Community Center. Since the MPF began its stewardship of the trail and with volunteer partnerships with local businesses, the Blackland Prairie Texas Master Naturalist Chapter, Dallas Off-Road Bicycle Association, and the Young Men's Service league, it has been revitalized and seen an increase in traffic, activities, and use by the community.

To continue this success and in partnership with the McKinney Parks and Recreation Department, the MPF is asking for support to install an additional ten picnic tables (approved design in Appendix) and two concrete benches (example photo in Appendix.) The project will start in March/April 2019 and should take no more than three work days.

All volunteer labor and tools will be supplied by the MPF and its partners.

Trail Map and Previous Work



Community Center Trail Map and Proposed Location for new Tables and Benches



Financial Overview

The following is the budget for the project.

Item	Qty	Per	Total
Lumber for 1 picnic table	10	\$ 140.00	\$ 1,400.00
2.5in square head screws (1000)	1	\$ 125.00	\$ 125.00
Hardware (bolts for one table)	10	\$ 22.00	\$ 220.00
Concrete (bagged)	10	\$ 8.00	\$ 80.00
#3 reinforcement bars	5	\$ 12.50	\$ 62.50
Concrete color	2	\$ 9.50	\$ 19.00
Subtotal MATERIALS =			\$ 1,906.50

EQUIPMENT

	\$ -
	\$ -
Subtotal EQUIPMENT =	\$ -

SUPPLIES

Food/drinks per workday	1	\$ 100.00	\$ 100.00
Subtotal SUPPLIES =			\$ 100.00

Grant request total = \$ 2,006.50

Summary

The McKinney Parks Foundation has become an integral part of the volunteer support system that maintains the trail at the Community Center. The majority of the work is self-funded. As the needs for the park increase with a growing population, the resources that MPF needs to help maintain the trail also increase. The McKinney Parks Foundation is asking the MCDC to continue to support the MPF's efforts with a project grant fund of \$2006.50 to support the construction and installation of picnic tables and two benches scheduled to begin in Spring 2019.

McKinney Parks Foundation
1205 Tucker St.
McKinney, Texas 75069
www.mckinneyparksfoundation.org



Key Contact

Rich Szecsy, 214-202-1379, szecsy1@sbcglobal.net

Board of Directors and Leadership Staff

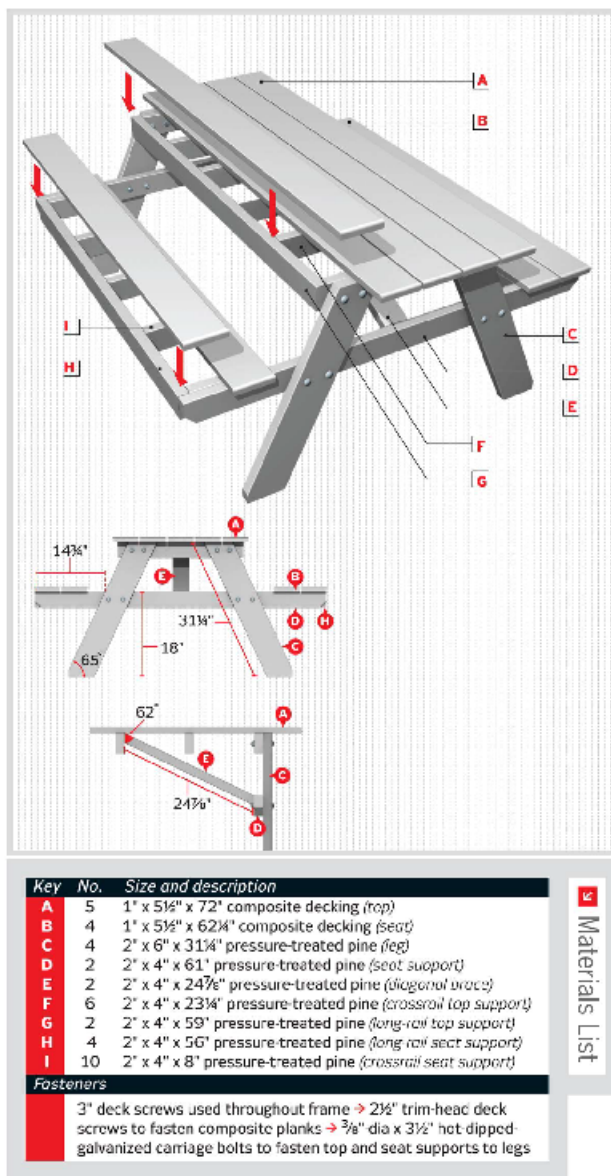
Rick Moreno, President, drmoreno@yahoo.com

Rich Szecsy, Vice-President Operations, szecsy1@sbcglobal.net

Greg Smith, Secretary, lg.smith2412@att.net

Ben Read, Director, benislinkedin@gmail.com

APPENDIX



Picnic Table design approved by McKinney Parks and Recreation



Photo of concrete bench for proposed installation

Form 202
(Revised 05/11)

Submit in duplicate to:
Secretary of State
P.O. Box 13697
Austin, TX 78711-3697
512 463-5555
FAX: 512/463-5709
Filing Fee: \$25



This space reserved for office use.

Certificate of Formation
Nonprofit Corporation

Article 1 – Entity Name and Type

The filing entity being formed is a nonprofit corporation. The name of the entity is:

McKinney Parks Foundation

Article 2 – Registered Agent and Registered Office
(See instructions. Select and complete either A or B and complete C.)

☐ A. The initial registered agent is an organization (cannot be entity named above) by the name of:

OR

☒ B. The initial registered agent is an individual resident of the state whose name is set forth below:

Richard		Moreno	
<i>First Name</i>	<i>M.I.</i>	<i>Last Name</i>	<i>Suffix</i>

C. The business address of the registered agent and the registered office address is:

1205 Tucker St.	McKinney	TX	75069
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

Article 3 – Management

The management of the affairs of the corporation is vested in the board of directors. The number of directors constituting the initial board of directors and the names and addresses of the persons who are to serve as directors until the first annual meeting of members or until their successors are elected and qualified are as follows:

A minimum of three directors is required.

Director 1				
Richard		Moreno		
<i>First Name</i>	<i>M.I.</i>	<i>Last Name</i>	<i>Suffix</i>	
1205 Tucker St.	McKinney	TX	75069	USA
<i>Street or Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>	<i>Country</i>

Director 2				
Richard		Scerzy		
<i>First Name</i>	<i>M.I.</i>	<i>Last Name</i>	<i>Suffix</i>	
1205 Tucker St.	McKinney	TX	75069	USA
<i>Street or Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>	<i>Country</i>

Director 3				
Lionel	G.	Smith		
<i>First Name</i>	<i>M.I.</i>	<i>Last Name</i>	<i>Suffix</i>	
1205 Tucker St.	McKinney	TX	75069	USA
<i>Street or Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>	<i>Country</i>

OR

☐ The management of the affairs of the corporation is to be vested in the nonprofit corporation's members.

Article 4 – Membership

(See instructions. Do not select statement B if the corporation is to be managed by its members.)

☐ A. The nonprofit corporation shall have members.

☒ B. The nonprofit corporation will have no members.

Article 5 – Purpose

(See instructions. This form does not contain language needed to obtain a tax-exempt status on the state or federal level.)

The nonprofit corporation is organized for the following purpose or purposes:

The primary purposes of the Foundation are to assist the City of McKinney, Collin County, Texas and its governmental agencies and local groups and organizations, to support and improve the the parks and open spaces in the city and to facilitate education and engagement with natural spaces.

The following text area may be used to include any additional language or provisions that may be needed to obtain tax-exempt status.

The general purposes and powers of the Foundation are to have and exercise all rights and powers conferred on non-profit corporations under the laws of Texas, or that may hereafter be conferred, including the power to contract for, rent, own, buy, or sell personal or real property; provided, however, that the Foundation shall not engage in any activities or exercise any powers that are not in furtherance of its primary purposes. Notwithstanding any of these provisions, the Foundation shall not engage, participate, or intervene in or carry on or conduct any activity or transaction that is proscribed for organizations exempt from taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as amended, and the regulations thereunder, as they now exist or as they may hereafter be amended (hereinafter collectively referred to as the "Code"). Furthermore, the Foundation shall not engage, participate, or intervene in or carry on or conduct any activity or transaction that would result in the loss of the Foundation's tax-exempt status as provided for in Sections 501(a) and 501(c)(3) of the Code, and the use, directly or indirectly, of any part of the Foundation's assets in connection with any such activity or transaction is hereby expressly prohibited