

Idaho Parks and Recreation Association

Minutes

May 22, 2009

Best Western/CDA Inn & Conference Center on Appleway

9 am – 2 pm

Coeur d'Alene, Idaho

CALL TO ORDER

Meeting called to order at 10:27am. (after facility tour and conference update)

ROLL CALL

Present: Jamie Heinzerling, Colin Moss, Doug Eastwood, Suzie Cano, Mike Kinziger, Connie Vaughn, Jerry Sepich, Tim Barker, Rick Shaffer, Dave Fair, Jason Wiley, Melissa Brandt (Conference Planning Committee), Bill Greenwood (Conference Planning Committee)

INTRODUCTIONS

APPROVE AGENDA

Mike K. moved to approve, Jerry S. 2nd, agenda approved.

APPROVAL OF MINUTES

January 8, 2009

Connie V. moved to approve, Rick S. 2nd, minutes approved.

DECLARATION OF PROXY

Rob Bitsoi gave proxy to Jerry S.

Abra Lippert gave proxy to Jamie H.

TREASURER'S REPORT (see budget hand out)

1. Hershey Track was allotted \$2500, not the \$2000 that we originally thought.
2. Rick S. move to approve Treasurers Report, Doug E. 2nd, Treasurer's Report approved.

CURRENT BUSINESS

1. Tour of Conference Facility (took place before meeting was called to order)
2. 2009 IRPA Conference Committee Reports (took place before meeting was called to order)
 - a. Mike K. asked about possible other places for students to stay that would be cheaper. Doug E. suggested that Mike K. and students could contact NIC to see about possible boarding since it will be during the summer.
 - b. Dave Fair presented on speakers and concurrent sessions (see session proposal hand out)
 - i) Closing keynote speaker will be a video

**Idaho Recreation and Park Association
Board Meeting Agenda**

- ii) Sessions to include playground safety, managing concessions, getting the most out of volunteers, etc.
- iii) Looking for someone to present on community gardens.
- c. Jamie H. mentioned other possible sessions
 - i) Idaho Children in Nature Network
 - ii) TR group in Boise; Jamie will follow up.
- d. Bill Greenwood presented on exhibitors (see sponsor list hand out)
 - i) Expecting about 25 total
 - ii) Currently 16 confirmed
- e. Melissa Brandt presented on registration (see registration form hand out)
 - i) All activities included in the price instead of paying for everything separately.
 - ii) No CEU fees.
 - iii) Board decided to offer the member rate to elected or appointed city officials such as Parks and Recreation Commission Members.
 - iv) Board decided to raise non-member price to \$190 and that fee will include IRPA membership for the year. On-site registration for non-members will increase to \$215.
 - v) Registration form needs to have a place to include registrant information.
 - vi) Should include a little more information about meeting place for Sunday tours as well as a box to check which tour registrant plans to attend.
 - vii) Board decided to drop the late registration fee and just charge the additional fee for on-site registration. August 21st late registration deadline will go away.
 - viii) Board decided to reduce the student rate to \$95, have on-site registration be the same price for students, and eliminate the daily conference rate for students.
- f. District Reps should provide a basket to be auctioned off again.

3. Membership List Distribution/Directory

- a. Do we want to produce a directory?
- b. Is the membership list available to members? Anyone? Charge?
 - i) Solicit input from the membership at the conference.
 - ii) Create separate lists of members who don't mind their info being given out and members who do not want their info given out?
 - iii) Require vendors to have an unsubscribe option?
 - iv) Only vendors who are IRPA members have access to list?
 - v) Jerry S. moved that we do not give out any kind of member list to anyone, Connie V. 2nd, motion passed.
- c. Look in to social media outlets: Facebook, Twitter, etc.
- d. Look to advertising to get information to members vs. member information to vendors.

4. E-Newsletter (see three e-newsletter proposal hand outs)

- a. Jamie's top recommendation was Peppershock Media Productions. It's more expensive, but they would do more so the time commitment on our part would be reduced.
- b. We should get a representative from each business to host a webinar with all the board members or give a presentation at a board meeting. Jamie will coordinate.

5. Logo Design (see two logo proposal hand outs)

**Idaho Recreation and Park Association
Board Meeting Agenda**

- a. Doug E. would like to create a packet to give out to high schools.
- b. We would pay a stipend to the winning school.
- c. Proposals need to be submitted by November.
- d. District reps take packet to high schools in their district.
- e. We would like to adopt a motto or tagline to include in new logo? Each board member to give one motto suggestion to be included in survey question to the membership. Jamie will solicit comments from Board.

6. Web Advertising

- a. Jamie has been getting inquiries from businesses about advertising on the website.
- b. Should be use the right hand column of the website (where the post cards to legislators currently are) to sell advertising?
- c. www.ngpp.org
- d. \$125/6 months starting, several years out \$250/6 months
- e. Comments/Suggestions
- f. Jamie will move forward with additional cost research and selling ads.

7. Award/Scholarship Report – Suzie Cano

- a. Suzie will e-mail award criteria to board members for review. Awards and criteria will be more in line with the NRPA awards.
- b. Mike K. and Jamie H. have been working on award criteria for new awards: Outstanding Innovative Program and Outstanding Support Staff.

8. Review of Goals and Accomplishments for 2008 (attached)

- a. Membership
 - i) Subcommittee of Doug E., Jerry S, Wendy Davis and Sharon Hubler will bring a new proposed membership fee structure.
 - ii) Mike K. is going to do some more research on recreation districts and how to get them involved with IRPA.
- b. Brainstorm Survey Ideas/What do we want? – Mike Kinziger
 - i) Mike would like to hand out the survey at the conference and raffle off a prize among those who filled out the survey.
 - ii) Change #6 to ask how far you are willing to travel to attend training. Add a follow-up question to ask what part of the state they are from.
- c. Website Maintenance
 - i) Number of job postings have gone down dramatically due to the limited number of open jobs out there.
 - ii) IDPR will not be able to help administer online credit card transactions.
- d. STORE
 - i) Jamie created a list of potential groups to include in subcommittee meetings.
 - ii) Board decided to put STORE on hold until the economy turns around. We will keep it on our agendas for discussion at each board meeting to at least keep it on the radar, but finding a funding source at this time won't be possible.
- e. Research Funding – Mike Kinziger (see IRPA Research and Service Grant hand out)
 - i) Board members should read the application form and send comments to Mike within a month so it can be ready for announcement at the conference.

9. Travel Policy (see proposed IRPA Travel Policy)
 - a. IRPA does not currently have a travel policy.
 - b. Should we adopt a maximum allowance per board members per year?
 - c. Add another section for out of state travel. That will be considered by the board on a case-by-case basis.

10. Letter to the University of Idaho
 - a. Jamie drafted a letter to the U of I in support of continuation of the recreation program.
 - b. Jamie requested a letter from PNWRC and it should be included on business agenda in June for approval.

11. **2010 Tri-State Conference** – WY, ID, MT – Jerry Sepich
 - a. Rick S. will be on the conference committee as well
 - b. October 5-7 and the Holiday Inn in West Yellowstone, MT.
 - c. October 7-9 will be the Montana State Trails Conference to piggy-back on Tri-State Conference.
 - d. Will be getting together this summer in West Yellowstone.

12. **Pacific Northwest Regional Counsel (PNWRC)**

13. Elections
 - a. Will try to administer elections through Survey Monkey.
 - b. Jamie will have someone in her office draft a nomination form.
 - c. Jason W. has agreed to take the lead on elections.

MISCELLANEOUS

DISTRICT REPORTS

District 1 – Doug Eastwood

District 2 – Mike Kinziger

1. Mike is on the Moscow Parks and Recreation Commission
2. Looking to get new ballfields, gardens, and new designs for the youth center.
3. Lewiston is doing some reorganization in their department including hiring a new full-time evenings and weekend position.
4. U of I recreation program passed the accreditation process with four recommendations.
 - a. Need another advisory board
 - b. Need to meet more ADA guidelines
 - c. Don't do enough work with career services.
 - d. Need to find a certified faculty member

District 3 – Abra Lippert

District 4 – David Keir

District 5 – Jerry Sepich

1. Pocatello is doing a comprehensive master plan for Ross Park.
2. Developing a community-wide survey
3. Building a new grizzly bear exhibit at the zoo
4. Received a HUD grant for \$137,000 for renovations to the pool and community center.
5. Lava Hot Spring just did a \$1.5 Million renovation to their pool facilities.

District 6 – Connie Vaughn

1. State Parks will be keeping all the park open, but season budget has been cut by about 50%.
2. Land of the Yankee Fork has a new unit of the park that will have several miles of ATV trails. First ATV trails in any state park.
3. Meridian started on Thursday a one-month period of six grand openings or dedication ceremonies.
4. Boise's river recreation park is moving forward.
5. Out of Africa exhibit opened at the Boise Zoo.

SECTION REPORTS

Student – Kristen Hiebert, University of Idaho

1. Kristen graduated so will not continue as student rep.
2. Mike will look into replacements

Citizen – Rod Bitsoi

Therapeutic – Karolyn McCarty-Child

Tourism – Rick Shaffer

1. Expecting more people to stay close to home.
2. Many tourist locations were down 20-30% over the winter.

NEXT MEETING DATE/LOCATION

Next meeting will be at the Annual Conference in Coeur d' Alene at 7:00am on Wednesday morning.

ADJOURNMENT

Rick S. Suzie C. 2nd
Meeting adjourned at 2:23pm

SPEAKER INFORMATION



- A. All proposals must be submitted on the conference session proposal (below)
- B. Session proposals that present a complete overview of a topic are the ideal type of proposal and will appeal to a wider audience.
- C. Conference sessions are meant to provide information for industry professionals, not to make a sales pitch for services or products. Attendees will be dissatisfied if they sense a presenter is providing promotional material for his or her own benefit.
- D. Panel sessions should provide a variety of perspectives. Do not propose a session in which three team members from the planning department talk about the same project. Provide comparisons from community to community, agency to agency or from different perspectives within the community, from different parts of the State.
- E. Once a proposal is accepted, IRPA asks the lead speaker of the session provide a copy of the session PowerPoint presentations and/or other handouts to the conference program chair two weeks before the conference

Our state conference has a limited budget to pay for speaker honorariums and speaker travel reimbursement. If the speaker requires an honorarium and/or travel reimbursement to present this proposed session, please complete the appropriate fields on the proposal form. The proposals requiring speaker honorariums and/or travel reimbursement will be reviewed separately and decisions will be made based on proposal quality, session needs, and budget availability.

Conference Session Proposal

Session Title *Limited to 10 words or less.*

Full Session Description *Limited to 150 words or less.* This information will be used during the proposal review process, and will also be used in promotional materials, such as fliers, brochures, programs, etc. Please be clear and concise.

Speaker Name(s) _____

Certification(s) (optional) _____

Contact Information

Job Title _____

Company Name _____

Address _____

City/Town _____

State/Province _____

Zip/Postal Code _____

Country _____

Email Address _____

Phone Number _____

Cell Number (opt) _____

Describe this speaker's experience with this subject material and his/her experience speaking. Include work experience, research and other pertinent information. This should be a brief bio. *Limited to 100 words or less.*

If the speaker requires a speaker honorarium and/or travel reimbursement to present this session, please indicate the amount/type needed. Selection of speakers requiring a fee will be made based on proposal quality, session needs, and budget availability. A copy of all receipts for reimbursement will be required by the IRPA Treasurer.

Speaker Honorarium _____

Travel Reimbursement _____

Choose one educational theme that best categorizes your session.

- | | | | |
|---|--|---|--------------------------------------|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Advocacy | <input type="checkbox"/> Design & Development | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Park Maintenance | <input type="checkbox"/> Natural Resources | <input type="checkbox"/> Programming | <input type="checkbox"/> Supervision |
| <input type="checkbox"/> Therapeutic | | | |

Audio Visual Needs _____

Return form to:

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IRPA RESEARCH AND SERVICE GRANT

Purpose

The IRPA (Idaho Recreation and Park Association) supports research and service projects aimed at improving the quality of active healthy lifestyles in the state of Idaho. Further, proposals will be considered that: promote the meaningful benefits of Parks and Recreation; encourage study and research on matters of professional interest; develop and maintain high standards of professional training, qualifications, and ethics; stimulate communication, cooperation, and coordination between the various agencies (private, commercial, public, military, educational, and industrial) engaged in park and recreation services; ensure that park and recreation issues are given high priority in local, state, and federal decision-making, and promote and improve park and recreation services in Idaho.

IRPA Research and Service Grants

Each year the IRPA invites students, practitioners and professionals to submit applications for its annual Research and Service Grants. The award honors eligible applicants that have met the criteria established by the IRPA Board of Directors and that match most closely with the mission of the IRPA. This year's application deadline has been extended to _____, with award notification on or before _____.

RESEARCH GRANT: To be eligible to apply for an IRPA research grant, an applicant must:

- 1) Be a currently enrolled as a student at an Idaho institution of higher learning;
- 2) Be a professional in Parks and Recreation or a faculty member (Professor, Associate Professor or Assistant Professor) at an appropriate educational or research institution;
- 3) Be qualified to conduct a program of original research;
- 4) Assume both administrative and financial responsibility for the grant; and
- 5) Have access to institutional resources necessary to conduct the proposed research project.
- 6) Prepare a proposal (presentation) to the IRPA Board of Directors.

SERVICE GRANT: To be eligible to apply for an IRPA Service Grant, an applicant must:

- 1) Be a currently enrolled as a student at an Idaho institution of higher learning;
- 2) Be a staff member of an established recreation and park program or a related program;
- 3) Be qualified to conduct an original service program for constituents of a community or larger geographical area;
- 4) Assume both administrative and financial responsibility for the grant; and
- 5) Have access to institutional resources necessary to conduct the proposed research project
- 6) Prepare a proposal (presentation) to the IRPA Board of Directors.

TENURE

Awards are for either one, two or three years for all grant types. IRPA prefers to award one year grants.

APPLICATION PROCEDURE - See the Application Form

Gathering Background Information – Information for the Applicant

The first thing you will need to do in writing the proposal is to gather the documentation for it. This will require background documentation in three areas: concept, program, and expenses.

If all of this information is not readily available to you, determine who will help you gather each type of information. If you are part of a small organization with no staff, a knowledgeable board member, faculty or professional in your organization will be the logical choice. If you are in a larger agency, there should be program and financial support staff who can help you. If you are a student in a university, a faculty advisor can assist you. Once you know with whom to talk, identify the questions to ask.

This data-gathering process makes the actual writing much easier. And by involving other stakeholders (students, teachers, staff, boss, etc) in the process, it also helps identify people within your agency/school/organization to help promote the project's value to the organization.

Concept

It is important that you have a good sense of how the project fits with the philosophy and mission of your agency and the IRPA. The need that the proposal is addressing must also be documented. These concepts must be well-articulated in the proposal. The IRPA Board wants to know that a project reinforces the overall direction of an organization, and they may need to be convinced that the case for the project is compelling. You should collect background data on your organization and on the need to be addressed so that your arguments are well-documented.

Program

Here is a check list of the program information you require: the nature of the project and how it will be conducted; the timetable for the project; the anticipated outcomes and how best to evaluate the results; and staffing and volunteer needs.

Awards

Funding levels for IRPA grants are yet to be determined.

Expenses

You will not be able to pin down all the expenses associated with the research or service project until the program details and timing have been worked out. Thus, the main financial data gathering takes place after the narrative part of the master proposal has been written. However, at this stage you do need to sketch out the broad outlines of the budget to be sure that the costs are in reasonable proportion to the outcomes you anticipate. If it appears that the costs will be prohibitive, you should then scale back your plans or adjust them to remove the least cost-effective expenditures. See PROGRAM BUDGET FORM.

Components of a Proposal for a Grant or Service Project

**Executive
Summary:**

Umbrella
statement
of your
need and
summary
of the
entire
proposal.



**Statement
of Need:**

Why this
project
is necessary
and how it
represents
the IRPA
mission.



**Goals and
Objectives:**

Clearly
prepared
statements
with
measurable
outcomes.



**Project
Description:**

Nuts and
bolts of
how the
project will
be
implemented
and
evaluated.



Budget:

Financial
description
of the
project plus
explanatory
notes.



**Organization
Information:**

Governing
structure of
the
organization
that you
represent.
Its primary
activities,
audiences,
and
services.



Conclusion:

**Summary
of
main
points.**

GRANT APPLICATION FORMAT

A. Cover Letter:

One page tailored to address the interests and specific priorities of the funding source and amount requested.

B. Summary of Applicant Organization: (Use attached form)

C. Narrative (preferred length not to exceed three pages): Include the following information.

1. Agency Information

- a) Mission statement, brief statement of organization's goals, and/or objectives**
- b) Brief summary of organization's history;**
- c) Description of current programs, activities, and accomplishments (keep this relevant to your proposal).**

2. Purpose of the Grant. This section should include the following:

- a) Brief statement of the issue to be addressed; description of constituency served (include number); target population; how will they benefit.**
- b) Description of goals and objectives for the purpose of this grant;**
- c) Description of activities planned to accomplish these goals; is this a new or on-going activity;**
- d) Timetable for implementation and evaluation;**
- e) Other organizations participating in the activity;**
- f) Long term sources/strategies for funding at end of grant period.**

3. Evaluation. Please discuss:

- a) Expected results during the funding period;**
- b) How you would define and measure success;**
- c) How will the project's results be used and/or disseminated? A presentation at the IRPA annual conference is expected.**

D. Attachments: Please attach the following"

- 1. List of names and qualifications of key individuals associated with the grant;**
- 2. Current agency budget (if appropriate);**
- 3. Program/project budget (if applicable);**
- 4. List of major contributors (and amounts) for the program (if applicable);**
- 5. List of volunteer and in-kind contributions.**

SUMMARY OF APPLICANT ORGANIZATION

Organization Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Director, Advisor or Mentor: _____

Phone: _____ **E-Mail:** _____ **Fax:** _____

Start Date Research or Service: _____

End Date of Research or Service: _____

Purpose of Grant: (One paragraph)

Brief Description of Request: (One paragraph)

Organization Budget: _____ **Fiscal Year:** _____

Program Budget: _____ **Fiscal Year:** _____

Fiscal Year Ends: _____ **Amount of Request:** _____

Signature of Applicant

Date

Signature, IRPA President

Date

NOTES:

