



Grant Navigator Application Form

Responses are required for each prompt throughout the form. Some information may be unknown or have yet to be determined, so please fill the form out to the best of your ability. The Grant Review Committee will be better able to assess your application when more information is provided.

Applicant Information

Name *

Paul

First Name

Carpenter

Last Name

Title *

Public Works Director

Email Address *

pcarpenter@stfrancismn.gov

Phone *

763.235.2304

Office Address *

4058 St. Francis Blvd. NW

Mailing Address

St. Francis

City

Minnesota

State

55070

ZIP Code

Department *

Public Works

Chief Administrative Officer *

N/A

Project Information

Briefly describe the project *

Through a park system master planning process, the City of St. Francis identified the need for improved sports recreation amenities and options at Community Park, the City's largest programmed park facility. SEH Inc. was engaged to conduct a Park Planning Study to evaluate the existing warming house structure, hockey rink and surrounding site infrastructure. Consideration included potential new programmed multi-use flexible and year-round activities within the existing hockey rink and warming house building. Site improvements around the warming house building and hockey rink were assessed and evaluated, include pedestrian/sidewalk improvements, parking lot layout upgrades, and relevant supporting infrastructure enhancements (entrance aprons/roads, utilities, water, sewer, etc.). The study included creation of concept Fit Test layouts of a potential new building and/or modified warming house and rink to determine best-fit spacing relationships and potential site upgrades. The Fit Tests addressed long-term strategic space and footprint needs, areas for potential growth, parking, and unique amenities a new warming house building.

What is the project's estimated cost? *

\$1,060,000 for planning, design and construction

When do you expect to start and complete the project? *

Start June 1, 2026 and complete by November 1, 2026.

At what point in development is the project currently? This includes phases such as concept, feasibility study, preliminary engineering, committed project, etc. *

Park planning study is complete, with detailed design, construction and bidding documents in progress.

Are there any grants you are currently pursuing or are there grants for which you believe your project may be eligible? If so, what is the anticipated request? *

We plan to apply for a Minnesota Department of Natural Resources grant through their Outdoor Recreation Grant Program for up to 50% of the project cost. We also will continue to research and apply to other programs where the project may be eligible.

OPTIONAL QUESTION: In what ways does this project provide a positive environmental impact?

(For example: decreasing pollution, use of recycled materials, increased green space, increased non-motorized vehicle transportation options, energy efficiencies.) Because of funding from private foundations, League member cities can receive a grant award up to \$10,000 for one project that demonstrates a positive environmental impact.

Does the City Council support the project?

A city's council must pass a resolution of support for the project to be eligible for a League grant. This ensures the city is ready to move forward with the project if they are awarded a grant. Applications will not be considered until a copy of that resolution has been submitted to the League. You can find a [sample copy of a resolution](#) here.

Has the city council approved a resolution of support for the project? *

☒ **Yes**

☐ **No**

Who is working on this project?

Who are the primary city staff involved with the project? Please include names and job titles. *

Paul Carpenter, Public Works Director

Is the city working with consultants on this project? If so, who? *

Yes - SEH Inc. is currently under Contract to the City to develop detailed design refinements identified in the park planning study and to create project Construction Documents for the project.

Have you engaged with an engineer, planning agency, architect, or financial advisor to assess the overall cost of the project, funding options, and the financial impact to the city? If so, who? What stage is the financial planning in? *

Yes, SEH has been assisting the city with providing cost estimates and is helping us to determine funding options.

Who are the consultants you expect to pay using the League grant? Only the primary grant consultants are required. This may be the same consultant as listed above. Cities should have a cost estimate from a consultant for the work to be completed to apply for Grant Navigator funding. *

With the LMC grant, SEH will also help with pursuing grants for the project.

If using a consultant, have you received a quote or cost estimate for these grant services, and how much are these services expected to cost? (This information is needed for the Review Committee to assess the total Grant Navigator award.) *

Yes, \$5,000 for assistance with 1-3 grant applications.

'Project Readiness'

Not all sections need to be marked "Yes" for your project to be eligible for a League grant

Feasibility studies are a formal assessment of the practicality of a proposed plan and are recommended to be conducted prior to committing resources and time. Has a feasibility study been conducted for the project? *

☒ Yes

☐ No

Is there a Capital Investment Plan (CIP) for the project? *

☒ Yes

☐ No

**Has a local funding source been identified for the project (e.g., savings, bonds)?
If so, please briefly list the source. ***

City has local parks funds to use as any required match on this project.

Are there any other regulatory approvals needed (e.g., county, state agency)? *

☐ **Yes**

☒ **No**

☐ **Unknown**

Optional: You may upload additional content related to your project here.

No file chosen

Max. file size: 100 MB.

CAPTCHA



I'm not a robot

reCAPTCHA
[Privacy](#) - [Terms](#)

Submit

Your LMC Resource

Reach out to the Grant Project Team at grants@lmc.org with any questions and concerns.