



**OPEN SPACES PRIORITY GRANT PROGRAM  
CREATIVE PLACEMAKING IMPLEMENTATION\***

\*Funding to implement Creative Placemaking Implementation on sites/projects previously funded by Open Spaces Program OR for the solicitation and installation of public art on a publicly-owned site.

PLEASE COMPLETE THE FOLLOWING FORM AND ATTACH ADDITIONAL SHEETS AS NEEDED FOR REPOSE TO THE PROJECT NARRATIVE

**Applicant's Information**

Name of Applicant/Contact Person: \_\_\_\_\_ / \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Property Information**

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Property Address: \_\_\_\_\_

Municipality: \_\_\_\_\_ Block (s): \_\_\_\_\_ Lot (s): \_\_\_\_\_

Acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_

Name of Project: \_\_\_\_\_

## Project Information

Brief Description of Site: *(Provide additional details in the Project Narrative)*

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Creative Placemaking Family to be Used for Amenities:

Coastal     
  Woodland     
  Marshland  
 Farmland     
  Urban/Historic

Indicate what Creative Placemaking Elements will be integrated into your site. Circle all that apply - See Chapter 4 of the Creative Placemaking Plan for details:

Structures	Boardwalks & Docks	Railing & Fence Systems	Site Furnishings
Trail Amenities	Lighting	Play & Fitness Areas	Site Construction Materials
Flagpoles	Entry Signs	Wayfinding Signs	Open Spaces Identifiers

Total Project Cost:

\_\_\_\_\_ Capital Cost  
 \_\_\_\_\_ Engineering & Design  
 \_\_\_\_\_ Other  
 \_\_\_\_\_ TOTAL

Grant Request:

\_\_\_\_\_ Capital Cost (90% of Capital Costs)  
 \_\_\_\_\_ Engineering & Design (50% of E&D costs)  
 \_\_\_\_\_ Other  
 \_\_\_\_\_ TOTAL (\$2.5 million maximum)

Do you give the County Open Spaces Board and/or its consultants permission to physically inspect the property? \_\_\_\_\_

Signatures: Signatures on the lines below indicate that the property owners and project developers are aware and in support of the application for Creative Placemaking Implementation funds.

Property Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Project Developer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Project Narrative:
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1. Project and Land Features:

- A. Describe the existing condition of the property, including the location and nature of any improvements. Provide details on the proposed Creative Placemaking elements that you plan to incorporate into the site (if improvements are in place) or the site design.
- B. Describe the characteristics of the site location and surrounding land uses. Indicate how the Creative Placemaking elements will be employed to create a “sense of place” on the site. Explain how the implementation of Creative Placemaking Elements on this site will contribute to the creation of a “system of public spaces” throughout the County.
- C. If wayfinding signage is to be implemented, explain how you plan to employ it, and identify the other amenities and sites to which the signage will direct visitors.

2. Community Needs and Planning:

- A. Demonstrate the level of community support for this Creative Placemaking Implementation project. Include letters or other documentation from municipal, county, community organizations, or other interested parties. *\* If the applicant is a municipality, a resolution authorizing submission of the application and demonstrating public support for the project is required.*

3. Leveraging of Investment / Long Term Viability:

- A. If the new site amenities are replacing existing amenities, describe what efforts will be undertaken to reuse site amenities that will be displaced.

4. Public Art Solicitation and Implementation Process (if applicable):

- A. Describe the process to be used for the public art installation. Include information on how the site was selected and outline your plan for soliciting interest and proposals by artists. Indicate how the project will be evaluated and selected, and where opportunities exist for public input. Please note that recommendations for the process can be found in the Creative Placemaking Plan, Section 6.2.

TO VIEW THE CAPE MAY COUNTY OPEN SPACES CREATIVE PLACEMAKING PLAN, CLICK HERE:

<http://www.capemaycountynj.gov/DocumentCenter/View/5688/CMC-Creative-Placemaking-Plan>

## Required Attachments:

### 1. Project Area Map and Photos:

Provide a project map that shows project limits, street names, and relevant community features (i.e., recreation facilities, schools, libraries, and other sites that would potentially contribute to the use of the proposed facility). Include photos of the current condition of the site.

### 2. Conceptual Plan:

Provide a site plan or visual project rendering that gives detailed information on the proposed project, including the following:

- Project Location / Boundaries
- Location of existing and proposed amenities, and accompanying table identifying amenity type/number. Please refer to Open Spaces website for an example/template.
- A complete signage package must be included that identifies the location, type, and language for all signs to be included on the site, including the site dedication plaque. All signage must be consistent with the Cape May County Creative Placemaking Plan in style, design, materials, color, font, etc. (see Chapter 4). Renderings must be included as part of this application.

### 3. Scope of Work:

Describe the current status of the site, including any existing improvements and/or amenities and ongoing activities/programming. Indicate what work has been done on the project to date (including design and permitting), and what improvements will be made to the property as part of this project. List any permits or approvals required, and their status.

Please note that a pre-application conference with NJDEP is required for any projects requiring environmental permits prior to the submission of this application to the Open Spaces Program, as these conferences oftentimes require adjustments in project scope. If the project is listed on the Green Acres Recreation and Open Space Inventory, the Green Acres Program must also be consulted and must consent to the project concept (in writing) prior to the submission of this application.

### 4. Cost Estimate:

Include a detailed Engineer's cost estimate for the proposed project. Estimate must be current (within 6 months) and must include line-item costs for all elements of the proposed project. Separate line items must be included for all capital, Engineering & Design costs, permitting costs. A line for contingencies must also be included to provide flexibility should unforeseen costs arise during project implementation.

The applicant must also provide a spreadsheet containing each of the capital line items from the Engineer's cost estimate and their proposed funding source. Please refer to Open Spaces website for an example/template.

5. Project Schedule:

Provide a proposed anticipated project timeline beginning at grant award and ending with grant close-out. Include elements such as design, permitting, RFP/Bid process, construction, and project completion, as well as any other important and/or relevant project milestones. If construction will be phased based on seasonal use of the site, describe the sequencing process and when project elements will be open for public use.

6. Maintenance Schedule and Maintenance Budget:

Include a detailed maintenance schedule for the site and the amenities identified in the application. Include a projected useful life for each of the project components. Indicate if any of the amenities have warranties which require specific maintenance activities. Indicate the anticipated life cycle of each of the project elements. Quantify the expense to the applicant of these ongoing long-term maintenance activities and provide written documentation of acceptance of the responsibility and costs for the same. Please note that the terms of this commitment will be further detailed within the Shared Services agreement between the County of Cape May and the applicant, should the project be selected for funding.

7. Proof of Maintenance Activities for Projects Previously Funded by the Open Spaces Program:

For each of your projects that have received Open Spaces funding in the past, provide documentation that a thorough maintenance program (consistent with the maintenance schedule submitted with the application, if applicable) has been undertaken. Provide proof of maintenance activities that include service logs, work orders, vendor inspections, photos, contracts, or documentation of expenditures for maintenance activities. Include any inspection reports or supplementary information.

8. Documentation of Matching Funds

Indicate the amount and source of matching funds to be provided by the applicant. If grant funds from a third party are intended to be a match, indicate the status of that grant application and include an award or commitment letter, if applicable.

SUBMIT 2 PRINTED COPIES OF THE APPLICATION PACKAGE  
AND  
1 DIGITAL COPY TO:

Cape May County Planning Department  
4 Moore Road – DN 309  
Cape May Court House, N.J. 08210

Attention: Scott Mullen, Senior Planning Aide  
Scott.mullen@co.cape-may.nj.us

