The following (or substantially similar) assurances MUST be included in an Assurance Letter to be approved for design grant funding. Please review your letter, check each box in this checklist to signal its inclusion in the letter, sign the bottom of this checklist, and submit it with your other design grant application materials.

- The chosen site (or sites, if a final decision has not been made) is on city/town-owned land;
- The plan to use the site(s) for a dog park has been communicated to relevant city/town bodies;
- Confirmation that the city/town will meet a commitment of 10% of the hard construction costs;
- The city/town named “point person” who will be the Foundation’s point of contact throughout the process;
- Confirmation that the design grant funds will be applied to costs including the preparation of schematics, preliminary drawings, bid documents, construction observation and, if necessary, an initial site survey;
- Confirmation that the city/town will select a design firm that has previously designed at least one dog park (preferred) or has extensive outdoor public space design experience;
- Confirmation that once the city/town has a final bid on construction costs, it will sign a memorandum of understanding (MOU) reasonably similar to the example available on this website;
- EITHER:
  - A list of financial contributors to the park and any commitments the city/town has made to those contributors; OR
  - A commitment to use best efforts to avoid permanent donor sponsorship signage and a commitment to use a sign template provided by the Foundation if it is financially imprudent to avoid a sponsorship opportunity with requisite signage;
- The Letter is signed by the senior town administrator or elected official (e.g. mayor).

Signature:________________________________________

Printed Name:_____________________________________

Title:_____________________________________________

Date:____________________________________________