

STANTON FOUNDATION

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: _____