

Adopt-a-Field Application

Please respond fully to all items, below. Also, be advised that as part of the approval or selection process, you will be asked to fully outline how you intend to comply with minimum maintenance requirements set forth by the field owner and, potentially, to interview with a selection committee.

Please note that in addition to complete answers, below, together with all supporting documents, you must also submit two letters of reference of a professional nature to support your overall application.

Note: You may expand all fields as necessary to provide comprehensive responses and should attach any documents you feel indicated in support of your application.

Criterion 1 - Experienced User

- The user is a known entity, has proven to be a responsive and responsible user that has adhered to guidelines for use of public fields,
- The user has been willing and able in the past to satisfactorily resolve any issues that have arisen resulting from their use of public fields.

Please outline your history of use of Montgomery County fields. It would also be useful to provide a brief history of your organization and the role you feel your organization plays in providing services to residents. Discuss any problems that have been brought to your attention for resolution and how you addressed them. Also note whether or not the same sorts of problems have been brought to your attention on more than one occasion. Examples of problems would include but not be limited to using fields not permitted to you, arriving before stated start time or staying beyond stated end time, using fields that are closed due to weather conditions or other factors, misrepresenting use of fields, problem behaviors on the part of players or coaches brought to your attention, etc.

Criterion 2 - Community Support/Engagement

- Entities wanting to enter into an AAF arrangement must be a Montgomery County entity and must ensure that 2/3 of those participating in programs to be conducted on the field to be adopted are Montgomery County residents.

- Discuss the overall number of persons to be served and that hence will benefit from the AAF agreement.
- Discuss the extent to which your program has a focus upon service to youth.
- Discuss how your use of the field, if awarded, will serve underserved populations.
- Discuss the extent to which your program promotes open access to participants. In other words, weight will be assigned that recognizes entities that promote open access to the organization's activities to all participants, regardless of skill level, age, or income level.
- Please provide documentation of non-profit status. If not profit status has been applied for but not yet awarded, please submit a proof of submission letter.
- Entities wishing to offer a 'value added' to their AAF arrangement should outline their plan here. Selection panels will weigh such proposals as part of the overall selection process, but no specific weight will be assigned.

The overall focus of this section is to promote the use of fields for programs that are inclusive and primarily serve Montgomery County residents. Reviewing all of the bulleted areas above, please address how your program would promote the items contained therein.

Criterion 3 -Organizational Capacity for a Successful Agreement

- Entities wanting to enter into an AAF agreement must document their financial capacity to ensure maintenance responsibilities that are part of the agreement will be fulfilled without fail. Entities can submit financial statements, tax returns, etc.
- Entities must demonstrate effective organizational operations and must outline and agree to an effective means of meeting the minimum requirements for providing maintenance to fields to be adopted.
- Entities applying to adopt Parks fields must also submit the name of the vendor with whom you plan to contract for purposes of providing required maintenance.
- As part of this item, entities should submit a proposed maintenance schedule and indicate who will perform required maintenance activities.

This section asks you to provide some evidence that your organization is financially able to ensure maintenance responsibilities of fields adopted are met. As such, please outline how your group would accomplish this goal (use of contractor, paid organization staff, etc.). Also, please provide such financial information relative to your organization sufficient to convince reviewers of your capacity, over the term of a three year agreement, to both remain financially viable enough to continue to operate and to fulfill obligations related to an agreement, if executed. Related, minimum maintenance of fields generally includes items in the document entitled "Field Maintenance and Renovation Requirements, which is attached.

