

Instructions for completing the Request for Appropriation from the Mercer County Unconventional Gas Well Fund (UGWF)

Individuals desiring to apply for a UGWF award can discuss their projects with the Mercer County Fiscal Office (724-662-3800 x 2541(Nicki)) who will verify that it meets the criteria or the intent of the award program. The Request for Appropriation form is a Word document with expanding fields.

1. Enter a project name that will identify the project for the duration of the award period.
2. Enter the date that the application is made.
3. Describe the location of the project. Include the municipality, address or property owner, and distance from the nearest landmark. Attach a map.
4. Enter the name of the applicant, sponsoring organization.
 1. Address of sponsoring organization
 2. Contact information: e-mail address, day-time phone number.
5. Enter the name of the project leader who will be the contact person for the duration of the project. Enter the contact information including a daytime phone number.
6. Mark the appropriate box/boxes that describe your project.
7. Describe your project in 1,000 characters or less (not including spaces).
8. Describe the public benefits you expect to gain from the completed project.
9. Describe the project timeline, including milestones and duration of project work.
10. Enter the estimated cost of the project. Attach a detailed budget that describes costs for each phase of the project, the sources of funding that
11. includes UGWF amount requested and all other sources of funds.
12. Enter the amount of funds requested from the Mercer County Unconventional Gas Well Fund.
13. The application must be signed by an officer of the organization or authorized project leader.
14. Print the application to hard copy before submitting by (a) mail to Mercer County, Attn: Fiscal Office, 208 Courthouse, Mercer PA 16137, or (b) email to Nicki Biles – nbiles@mercercountypa.gov. Supplemental attachments are welcome.
15. If funds are awarded, Awardee shall include in all public communications about this project: “Partial funding provided by Mercer County Commissioners from Unconventional Gas Well Impact Fees distributed under Pennsylvania Act 13 of 2012.” Include this notice in news releases, fund-raising literature, notices to other sponsoring organizations, project signage if applicable, etc.
16. When the work is completed, please submit a closing report including photographs if possible.

Board of Commissioners

Ann Coleman – Chair

William Finley Jr., Commissioner

Timothy M. McGonigle, Commissioner

Roni Shilling – Senior Chief Clerk

724-662-3800 x 2512



**Mercer County Unconventional Gas Well Fund
Request for Appropriation**

Project Name:

Date of this application:

Location of Proposed Project (Describe from nearest intersection or landmark or use GPS coordinates if possible. Attach site map):

Applicant (Sponsoring Organization):

Address:

City:

State:

Zip:

Email address:

Telephone:

Name of Project Leader or contact person:

Address:

City:

State:

Zip:

Email address:

Telephone:

Which of the following best describes the function(s) of your project? Choose all that apply.

☐ Planning

☐ Development

☐ Repair

☐ Acquisition

☐ Rehabilitation

☐ Other _____

Which of the following subject areas best describes your project? Choose all that apply.

☐ Greenway

☐ Open Space

☐ Community Conservation

☐ Community Park

☐ Water Resource Management

☐ Recreational Trail

☐ Natural Area

☐ Community Beautification

☐ Heritage Park

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Describe your proposal – The problem you want to solve and the project objectives: (Limit 1,000 characters - approximately 10 lines and please use additional sheets if necessary.)
If new construction, attach a design drawing.

What are the public benefits? Who will benefit from the project and how (not in dollars)?
(Limit 1,000 characters - approx. 10 lines)

Describe the Timeline for the project (Milestones and dates). How long will it take?

What is the estimated cost of the project? (attach a budget):

Describe the amount and sources of other funding sources for the project:

Amount of the County UGWF Appropriation Request:

Signature of President or Chair : _____ Date:

Submit a FINAL REPORT within 90 days after end of Timeline, describing work accomplished and revenues and expenses. Submit to Fiscal Office, 208 Courthouse, Mercer, PA 16137. Retain project records for five (5) years.

Submit Application by mail to Chief Clerk, Mercer County Commissioners, 125 S. Diamond Street, Suite 103, Mercer, PA 16137 OR by email to rshilling@mercercountypa.gov.