

# Baltimore City Department of Recreation and Parks' Partnerships Application Process

A completed Partnerships Application must include the following to be considered:

1. Cover letter – summarizing park project and purpose on the organization's letterhead
2. Partnerships Application Form – submit printed or typed application form
3. Partnerships Proposal Narrative – answer questions to outline project's proposal
  - ❖ Community Organization
  - ❖ Project Development & Goals
  - ❖ Maintenance Plan
  - ❖ Budget Outline
  - ❖ Cost Analysis Plan
4. Official documents – provide copy of official document(s)
  - ❖ Proof of nonprofit status
  - ❖ Neighborhood Executive Summary Plan or Master Plan (if necessary)
  - ❖ Example of successful project or program (if necessary)
5. Promotional Materials – provide copy of a brochure or newsletter about the organization

The Office of Partnerships will review applications within thirty days (30) of receipt. Partners will be contacted of the results of their applications after there are reviewed. The application process takes ninety days (90) or more before becoming an official Baltimore City Department of Recreation and Parks' partner. If your project is selected for funding, you will be notified after the application process is completed. A completed Partnerships Application form can be submitted by mail, e-mail and/or fax.

Applications will also be accepted by our Receptionist (main lobby) between 9 a.m. and 4 p.m. Monday through Friday at 3001 East Drive, Baltimore, MD 21217 (inside Druid Hill Park).

Application forms are also available by contacting the Office of Partnerships:

Phone: (410) 396-7020  
Fax: (410) 889-3856  
E-mail: [MarySue.McCarthy@baltimorecity.gov](mailto:MarySue.McCarthy@baltimorecity.gov)  
Web site: [www.baltimorecity.gov](http://www.baltimorecity.gov)

All applications must be printed or typed. No hand-written applications or proposals will be accepted or considered. An incomplete application packet will not be accepted or considered.



**Application Form (Print or type only)**

Organization: \_\_\_\_\_

Leadership: President / Executive Director\*\* \_\_\_\_\_

Organization Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Project Contact (if different) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Summary of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of park: \_\_\_\_\_

In what neighborhood is your organization located? \_\_\_\_\_

Is this project part of your neighborhood improvement plan? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*If yes, attach an official copy of a Neighborhood Executive Summary or Master Plan*

Amount of allocation requested: \$ \_\_\_\_\_ (if requesting funding from City)

Type of Partnership: \_\_\_\_\_

Type of project: \_\_\_\_\_

Signature of President/Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*All correspondence will be addressed to President / Executive Director**

## Proposal Narrative

Write a narrative answering the following questions (maxi. 5 pages). Print or type your proposal.

### ❖ Community organization and neighborhood

- a. Briefly describe your organization's history, mission and reason for partnering with the Department of Recreation and Parks.
- b. Describe your organization's current programs or activities
- c. Provide list of board members? What are they specific responsibilities?

### ❖ Project development and goals

- a. Define your park project? What problems, needs or issues does it address?
- b. Describe in detail the project's goals and objectives?
- c. If other than general operating support, why have you decided to pursue this project? Is it a new or ongoing part of your organization?
- d. Provide a detailed budget summary for the project? How will the funds be spent?
- e. Identify specific problem areas and concerns that will be addressed and how is your organization helping Recreation and Parks to resolve them?
- f. List and explain how your organization will produce measurable results?
- g. List and explain what methodology and strategies will be implemented?
- h. How will your organization involve the community in this project?
- i. Are other organizations collaborating with you on this project? Name them and describe their role or contribution?
- j. What is the project's timeline? What are the start and end dates for your project?
- k. What are the necessary staffing and/or volunteer requirements to implement and complete this project successfully?
- l. Provide qualifications and names of any professional services (i.e. contractors etc) needed to complete this project?
- m. How will this project be sustained or maintained long term?

Organization: \_\_\_\_\_

Providing routine and minor maintenance services is part of our partnership program. Select from below and/or add any specific maintenance tasks your organization will offer. Print or type only.

- a. To remove trash and debris \_\_\_\_\_ times per week.
- b. To remove weeds and vines from around trees, plants, shrubs, fences and/or park buildings \_\_\_\_\_ times per month.
- c. To water trees, plants and shrubs as needed \_\_\_\_\_ times per month.
- d. To cut or mow the grass \_\_\_\_\_ times per month.
- e. To coordinate quarterly community clean ups and/or beautification events during following months:  
\_\_\_\_\_  
\_\_\_\_\_
- f. To prepare and/or line ball fields \_\_\_\_\_  
\_\_\_\_\_
- g. To remove graffiti on \_\_\_\_\_  
\_\_\_\_\_
- h. To paint \_\_\_\_\_  
\_\_\_\_\_
- i. To install plant materials in the \_\_\_\_\_  
\_\_\_\_\_
- j. To design and install new plant materials \_\_\_\_\_  
\_\_\_\_\_
- k. To rake leaves as needed \_\_\_\_\_
- l. Other services \_\_\_\_\_

## Budget Outline

Organization: \_\_\_\_\_

Please complete the chart below to explain your operating costs and budget for this park project. Provide a cost for each general item. Include any funding from other sources for this project too. Thank you.

Print or type only.

<b>Total Budget Outline for Park Project</b>	
<b>Project Description</b>	<b>Costs</b>
<b>Supplies / Materials / Items (Consumable)</b>	
<b>Equipment (Non-consumable)</b>	
<b>Other Funding Resources (cash and grants)</b>	
<b>Other</b>	
<b>Total</b>	<b>\$</b>

\_\_\_\_\_  
Organization Representative

\_\_\_\_\_  
Date Submitted