

# PARK AND PLAY GRANTS

Funds for FRIENDS of Baltimore City Recreation & Parks.

Baltimore City Recreation & Parks' PARK AND PLAY grant (**PARKNPLAY**) program supports *Friends Groups* working to care for public parks, community gardens and natural areas under the jurisdiction of the Baltimore City Department of Recreation and Parks. At times the PARKNPLAY Grant Program will seek grant proposals that address specific issues. **In fiscal 2021, grant proposals that address COVID-19 will receive higher priority.**

Grants range from **\$500 to a maximum of \$5,000** and are reviewed and awarded by the PARKNPLAY Grant Committee. No match is required, but organizations are encouraged to leverage other grants, donations, in-kind and volunteer services.

**Deadline** for FY21 grant submission is Friday, March 19, 2021.

**Notification** is within 30 days after the deadline date.

## **New Applicants:**

- Must be a registered *Friends of the Park* group with Baltimore City Recreation and Parks.
- Must establish 501(c)(3) designation or obtain a fiscal sponsor/agent prior to applying.

## **Previously Awarded Applicants:**

- Must submit an annual *Friends Group* registration form
- Must have completed all previous PARKNPLAY grant projects and final reports.
- Must have a 501(c)(3) designation letter on file at BCRP or obtain a fiscal agent prior to applying.

## **All Applicants:**

- Must be in good standing with the Maryland Department of Assessment and Taxation.
- Must be able to adhere to a timeline for funding, track expenditures, and submit a final project report (including invoices, receipts for expenditures, pictures, media, etc.) within 30 days of project completion.

## **PARKNPLAY Grant Awards Can Fund**

- Community gardens.
- Volunteer park clean ups.
- Community events that promote community engagement, volunteerism in parks.
- Community activities that promote athleticism and outdoor play in parks.
- Supplies, tools and equipment to support projects.

## **PARKNPLAY Grant Awards Do Not Fund**

- An organization administration expenses
- General operating costs

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- Overhead costs  
(ex: administrative, executive staff, utilities, phone, rent, insurance)

## Grant Application Packet Must Include:

- ParkNPlay Application Cover Information
- Proposal Narrative
- Proposal Budget
- IRS 501 (c)3 Letter of Determination
- Board of Directors List
- If Contractor/Vendor is being used, their information should be provided
- If project includes Community Plantings, Community Planting Plan should also be submitted
- If project requires insurance, Certificate of Insurance as outlined by Rec & Parks

## SPECIAL NOTE:

- Baltimore City Recreation and Parks should be recognized in any promotion of the supported grant project and/or event (i.e. *This NAME OF PROJECT/EVENT is supported by a Baltimore City Department of Recreation ParkNPlay Grant*)
- Park installations will become the property of BCRP.
- Gardens or plantings not able to be continually maintained by the grantee may be removed if the area becomes unsightly.

**The completed grant application, as well as, any questions are submitted to  
Baltimore City Department of Recreation Community Engagement Grants Development at  
[Felicia.Jones@baltimorecity.gov](mailto:Felicia.Jones@baltimorecity.gov).**

**Please denote PARKNPLAY GRANT APPLICATION in the subject line.**

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**PARKNPLAY Application Cover Information** *(Print or type – Handwritten applications will not be accepted)*

Organization: \_\_\_\_\_ Tax ID No: \_\_\_\_\_

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

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

Phone \_\_\_\_\_ Website: \_\_\_\_\_

Email \_\_\_\_\_

Project Contact (if different then listed above) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Description of Organizations history, structure, and mission.

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

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Park Name & Location (address): \_\_\_\_\_

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

\*Name of President/Executive Director \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Park District Manager, BCRP Sports Coordinator: \_\_\_\_\_

Signature: : \_\_\_\_\_ Date: \_\_\_\_\_

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

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## **PARKNPLAY Proposal Narrative**

*Write a three page narrative (or less) that addresses the following:*

### **1) Community organization and neighborhood**

- a. Briefly describe your organization's history, mission and partnership with the Baltimore City Department of Recreation and Parks and other businesses and/or organizations.
- b. Describe your organization's current programs or activities, including number of volunteer days and hours working in the park?

### **2) Project development and goals**

- a. Define your project? What problems, needs or issues does it address? Does the project address the COVID-19 Pandemic?
- b. Describe in detail the project's goals and objectives?
- c. Why have you decided to pursue this project? Is it a new or ongoing part of your organization?
- d. Identify specific problem areas and concerns that will be addressed and how is your organization already helping Recreation and Parks to resolve them?
- e. List and explain how your organization will produce measurable results?
- f. List and explain what methodology and strategies will be implemented?
- g. How will your organization involve the community in this project?
- h. Are other organizations collaborating with you on this project? Name them and describe their role or contribution?
- i. What is the project's timeline? What are the start and end dates for your project?
- j. Who will lead the project and what are their qualifications? What are the necessary staffing and/or volunteer requirements to implement and complete this project successfully?
- k. Provide qualifications and names of any professional services needed to complete this project?
- l. How will this project be sustained or maintained long term? Describe maintenance and implementation plan.
- m. Describe marketing plan for programs or new volunteer initiatives.
- n. Describe and list past successful projects.

### **3) Required Attachments**

- Project Budget – Use the attached budget template
- IRS Determination Letter
- Board of Directors List

### **4) Additional Attachments (optional)**

- Letter of Supports from: Community Organization and BCRP representative.

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## PARKNPLAY GRANT APPLICATION BUDGET FORM

Name of Project: \_\_\_\_\_

Please provide in detail how the proposed project will be funded and how ParkNPlay Grant Funds will be spent.

**Income: (List all sources of monetary funding for the project, grants, gifts, contributions)**

INCOME SOURCE	AMOUNT
Total Applicant Project Income	\$
Grant Amount Requested in this application.	\$
Total Income	\$

**In Kind Donations (List all sources of in-kind donations for the project, materials, supplies, volunteer hours)**

IN-KIND DONATION SOURCE	AMOUNT
Total In Kind Donations	\$
<b>Volunteers</b>	<b>HOURS</b>
Total Volunteer Hours	

**Expenses:** (List expenses by category: equipment, materials, supplies, fees paid for professional services and other. Also, identify how the amount was determined for the expense).

EXPENSE ITEM	AMOUNT
Equipment, Materials and Supplies:	
Professional Services:	
Marketing Printing:	
Other:	
<b>Total Project Expense</b>	<b>\$</b>

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## **PARKNPLAY List of Project Funded Eligible Costs, Expenses and Items**

- Gardening Tools
- Trash Bags
- First Aid Kits
- Plant Materials
- Mulch
- Athletic Equipment
- Volunteer Day materials, tools, supplies (gloves, shovels, rakes, lopers) and refreshments.
- Printing costs for events (banners, fliers, etc.).
- COVID materials and supplies to carryout project and/or event (PPE, hand sanitizer).
- Professional service stipends (art, dance, yoga, movies, puppet shows, etc.) for Park approved (permitted) events.

The list provides an idea of the types of costs, expenses and/or items that are eligible for funding under the PARKNPLAY Grant Program. If you have any questions, regarding the eligibility of a project costs, expense and/or items please contact BCRP Grant Development at [Felicia.Jones@baltimorecity.gov](mailto:Felicia.Jones@baltimorecity.gov).