

PARK AND PLAY GRANTS

Funds for FRIENDS of Baltimore City Recreation & Parks.

Baltimore City Recreation & Parks (BCRP) PARK AND PLAY grants (**PARKNPLAY**) program will support 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. **PARKNPLAY** will also fund programs and experiences designed to promote athleticism and outdoor play in these areas.

Program Criteria

- **Must be a registered Friends of the Park group for a minimum of one year.**
- Grant Amount: Minimum \$500 maximum \$10,000.
- Organization applying must have the capacity to provide and adhere to a timeline for funding, track expenditures, and submit final project report (including invoices for expenditures) within 30 days of project completion.
- Any park installations has become the property of BCRP. Please be aware that any gardens or plantings that are not able to be continually maintained by the grantee may be removed if the area becomes unsightly.
- Grants do not fund overhead costs.
- Organizations receiving funds over \$5,000 need 501c3 designation/fiscal agent to accept funds.
- Large grants require matching funds or in kind contributions.
- Measurable goals/objectives must be provided as part of the grant application.
- Funding cycle will be ongoing with annual grants cycle year beginning October 1st.

Application requirements:

1. Brief summary of project and amount of funding requested. Include name of organization & community/name of park to be served.
2. Briefly describe organizational history, structure, mission, goals,
Narrative (3 page maximum) : describe project/ program; Population served and how community is directly impacted need or problem solved; expected outcome change to be created, promotional plans (for programs), maintenance and sustainability, partners, goals and expected outcomes, evaluation (who will success be measured).

Example of past successful projects. (Brief description with dates.)

3. Budget for project (plus narrative) – List any in kind (time/donations) or cash match.
4. Timeline
5. Letter of recommendation/ support from local community association
6. Support letter/acknowledged coordination from BCRP Division impacted by project

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Proposal Narrative

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

Community organization and neighborhood

- a. Briefly describe your organization's history, mission and partnership with the Department of Recreation and Parks.
- b. Describe your organization's current programs or activities, including number of volunteer days and hours working in the park?
- c. Provide list of board members? What are their specific responsibilities?

Project development and goals

- a. Define your 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 **PARKNPLAY** 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? Describe maintenance and implementation plan.

Attach:

1. Examples of Past Successful projects
2. Budget – List any in-kind or cash match. Include expense descriptions.
3. Timeline
4. Letter of Support from: Community Organization and BCRP representative.

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

Organization: _____

Leadership: President / Executive Director _____

Organization Address _____

Phone _____ Website: _____

Email _____

Project Contact (if different) _____

Address _____

Phone _____ Email _____

Description of Organizations history, structure, and mission.

Summary of Project: _____

Park Location: _____

In what neighborhood is your organization located? _____

Signature of President/Executive Director**: _____ Date: _____

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