

# 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 \$20,000.
- 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 will become the property of BCRP. Please be aware that any gardens or plantings not able to be continually maintained by the grantee may be removed if the area becomes unsightly.
- Grants do not fund organization overhead costs (ex: utilities, phone, rent, etc.).
- Organizations receiving funds need 501(c) (3) designation or a fiscal agent.
- Large grants above \$10,000 will 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. until all funds have been awarded.

Questions? Please contact Tim Almaguer at 410-396-5196 or [tim.almaguer@baltimorecity.gov](mailto:tim.almaguer@baltimorecity.gov)

Completed grant applications are submitted to [tim.almaguer@baltimorecity.gov](mailto:tim.almaguer@baltimorecity.gov). Please denote PARK N PLAY GRANT APPLICATION in the subject line.

Any grant application received after full funding amount has been awarded for the fiscal year, will be held for review during the next funding round. Applying organization will be notified if this applies.

# PARK AND PLAY GRANTS

Funds for FRIENDS of Baltimore City Recreation & Parks.

## APPLICATION FORMAT:

**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 partnerships with the Department of Recreation and Parks and other businesses and/or organizations. If you are using a fiscal sponsor, please name that organization and list a contact person.
- 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. 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 already 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.
- n. Describe marketing plan for programs or new volunteer initiatives.

### 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.

# PARK AND PLAY GRANTS

Funds for FRIENDS of Baltimore City Recreation & Parks.

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

Organization (asking for grant funding): \_\_\_\_\_

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

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

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

Email \_\_\_\_\_

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

Address \_\_\_\_\_

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

Organization who will hold fiduciary responsibility: Person and all contact information:

Description of Organizations history, structure, and mission.

---

---

---

---

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

---

---

---

---

Park Name & Location (address):

---

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

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

Signature of Park District Manager, BCRP Sports Coordinator or BCRP representative:

---

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