****COVER PAGE

Park Name and Address: Total Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_

Applicant Group:

One Line Project Description:

**Contact Person**

Address, including zip code

Daytime Phone

Evening Phone

Email

I certify, to the best of my knowledge, that the information in this application is true and correct.

#### Signature of Primary Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Alternate Contact**

Daytime Phone
Evening Phone

Email

**Narrative Portion:**

**Part 1: About Your Project – one to four pages**

1. Synopsis of project:  What is the problem or challenge to be addressed? What is your project, and how does it address the issue? You may include photos, site plans, or other illustrations.
2. Briefly list steps involved in completing your project and give a timeline. How will you accomplish this project within a one-year time frame?
3. ****How has or will the group obtain community support for this project? Has there been communication with neighbors, park users, and organizations that border the park?
4. Is there a volunteer component to your project? How many volunteers will be needed, and what tasks will they perform?
5. How will your group’s project be maintained or sustained in the future?
6. How will your group evaluate the success of your project?
7. City approval status: Is there an approved site plan, have other permissions been obtained? What further steps are needed before work can begin?
8. Is there anything else we should know about your project?

**Part 2: About Your Group – one to two pages**

1. How many people are actively working on this project as organizers? What are their skills?
2. History of your work: How long have you been working at the park? What has been accomplished to date? If applicable, list two or three past projects undertaken by your group and explain how they were funded.
3. Are there other project partners? (Include other funders, in-kind donors, community groups, etc.)

**Filling out the Budget:**

Many groups find the budget the trickiest part of the application. Take a look at our sample budget before you start!

**On page one of the budget, fill in the ways your group will contribute to the project.**

A good matching plan is an important part of your application, because it shows how you will involve the community.

* Volunteer Labor

Volunteer labor is valued at $24.69/hour by the City of Austin Parks Department. Volunteer labor must be performed for the grant project to count towards your match. Previous volunteer contributions or anticipated volunteer contributions should be listed in the qualitative portion of the application.

* In-Kind Contributions

****In-Kind contributions are non-cash donations – for example, a nursery might give your group $50 worth of plants, or a neighbor may volunteer their professional services. It’s a good idea to involve local businesses in your project by asking for in-kind donations. You’ll be surprised by how often they agree! Value in-kind donations at their retail prices.

* Cash Contributions

Grants now require that some portion of the match be in cash. This is to encourage your group to develop fundraising skills and to offer neighbors who cannot physically participate another way to be involved.

List at least one source of monetary contributions. This could be from the neighborhood association’s savings account, donations from neighbors, another grant, a planned fundraising event such as a yard sale, or any other source. Cash may come from past or future fundraising efforts.

**On page 2 of the budget, outline the cash expenditures you expect to make.**

* Include items you will pay for as well as items you hope the grant will cover.
* Do not include items you expect to have donated (in-kind items)
* Do not include installations costs if you will be using volunteers for the installation
* Remember to include all incidentals like concrete for posts, shipping costs, etc.

**Attachments**

* In addition to letters of support, you may include: drawings of your project, newsletters, etc. Please limit these to avoid paper waste.

**Grant Timeline**

Grant applications are reviewed by Austin PARD and the Austin Parks Foundation. Funded/not funded letters are sent to applicants by the first week of July (for April 30 applications), and the first week of December (for September 30 applications).

**Sample Budget Park: Lovely Greenbelt**

****

This budget is for an imaginary project involving adding park benches along a trail, as well as clearing underbrush and mulching the trail. The group plans to contribute time, and to find donations of both cash and mulch. They are asking for a $1,100 grant to help cover the cost of benches and concrete.

|  |
| --- |
| **Project Costs** |
| Item | Cost  |
| PARD Standard Bench (2 x $800 – includes shipping; PARD will do install) | $1,600 |
| **Total Project Cost** | **$1,600** |

|  |
| --- |
| **Budget Summary and Grant Request** |
| Line 1 | Total Project Cost (cash) | $1,600 |
| Line 2 | Total Cash Contributions from your group | $500 |
| **Line 3** | **Grant Request (Line 1 minus Line 2)** | **$1,100** |

|  |
| --- |
| **Your Contributions** |
| **Your Labor Contribution** |
| Volunteer Labor (Itemize by workday or type of task) | Hours | Total Value at $24.69/hr  |
| Removing non-native plants and mulching | 10 vol x 4 hrs x 2 workdays | $1,975.20 |
| **Total Volunteer Labor Value (Rounded to the nearest dollar)** | **$1,975** |
| **Your In-Kind Contributions**  |
| In-Kind Contributions from entities other than PARD | Likely donor source (Who will you ask for this?) | Cash Value |
| Mulch | Neighbor with tree business | $200 |
| **Total In-Kind Contributions** | **$200** |
| **Your Cash Contributions** (Please list at least one source of cash contributions) |
|  | Likely Source | Contribution |
|  | Neighborhood Association’s savings account | $200 |
|  | New fundraising from neighbors | $300 |
| **Total Cash Contributions** | **$500** |
| **Total of all YOUR GROUP’s contributions (labor, in-kind, and cash)** | **$2,675** |

**Budget for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page 1**

|  |
| --- |
| **Project Costs**(Items/Services you plan to purchase) |
| Item | Expected Cost  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Project Cost** | **$** |

|  |
| --- |
| **Budget Summary and Grant Request** |
| Line 1 | Total Project Cost (cash) |  |
| Line 2 | Total Cash Contributions from your group |  |
|  | **Grant Request (Line 1 minus Line 2)** | **$** |

**Budget for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page 2**

|  |
| --- |
| **Your Contributions** |
| **Your Labor Contribution** |
| Volunteer labor (Itemize by workday or type of task) | Hours  | Total Value at $24.69/hr  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Volunteer Labor Value** | **$** |
| **Your In-Kind Contributions**  |
| In-Kind contributions from entities other than PARD | Likely donor source (Who will you ask for this?) | Cash Value |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total In-Kind Contributions** | **$** |
| **Your Cash Contributions**(Including savings, funds from other grants, and funds yet to be raised) |
| Likely Source (e.g. neighborhood assn, neighbors, bake sale) | Contribution |
|  |  |
|  |  |
|  |  |
| **Total Cash Contributions**  |  |
| **Total of all YOUR GROUP’s contributions (labor, in-kind and cash)** | **$** |