

**2016 Action Grant Guidelines**

The San Francisco Parks Alliance’s mission is to inspire and promote civic engagement and philanthropy to protect, sustain, and enrich San Francisco parks, recreation, and green open spaces. We ensure that our parks are accessible, beautiful, safe, clean, and fun, and managed in a manner that makes them accountable, open, and welcoming to all.

SFPA Action Grants fund volunteer engagement and community actions to improve and encourage use of San Francisco parks, recreation centers, and open spaces. These grants are intended to support actions that will involve your neighborhood.

**Our areas of interest for this grant include:**

* Supporting events and campaigns to recruit and involve volunteers in stewardship projects
* Supporting educational programming in public outdoor spaces, including youth, nature, and environmental education programming
* Activating public spaces to build community, and awareness of community needs
* Making physical improvements to parks, recreation centers, and public open spaces
* Purchasing supplies and equipment needed for recreational programming
* Recreational programs for underserved community members

Please refer to our [list of projects funded through the 2015 Action Grants](http://sfpa.convio.net/site/News2?page=NewsArticle&id=5184) for examples and details.

**Eligibility:**

Projects must be located within the City and County of San Francisco. Proposals may include programming, artwork, events, small capital projects, beautification projects, or other creative ideas. Awards are made to Park Partner groups, San Francisco neighborhood based groups, and San Francisco neighborhood organizations with demonstrated needs. Individuals are not eligible. 2015 grantees are not eligible. Previous People’s Choice Award winners are not eligible for another People’s Choice Award, but are welcome to apply and have their application evaluated by the Committee.

**Evaluation Criteria:**

* How strong is the need for this project? Will the project take place in a community with low engagement levels, a shortage of open space, lack of programming, or limited financial resources?
* Will your project bring social, environmental, health, or economic benefits to the community?
* How effective is your strategy in engaging new participants involved in stewardship or utilizing parks and open spaces?
* Do you have a plan in place to accomplish your goals?
* Is your budget detailed and realistic?
* Are your budget numbers real estimates based on research that you have conducted and/or bids you have obtained?
* How strong is your community support? Have you done adequate outreach, and is the community in support of the project?
* Do you have the permissions and stakeholder involvement necessary to complete you r project? Has the city agency who owns the land granted permission, and approved all plans and designs as needed?

**Budget Requirements:**

Your budget should list each item for which you are requesting funds, along with the corresponding cost. Awards do not cover costs incurred prior to signing the SFPA grant agreement. The maximum award for each project will be $5000. If you are requesting funding for a portion of your total project cost, please provide your budget for the total project. Additionally, detail your plan for securing needed funds beyond the Action Grant.

**Authorizations:**

For capital or beautification projects:

You must have approval of the appropriate local government agency for any capital or beautification project. If your project is in Recreation and Park Department jurisdiction, you must have approval from your Park Service Area Manager. To find the Park Service Area Manager for your park, use the SF Rec and Park website and click on your park for details. If your park is in Department of Public Works jurisdiction, visit the DPW website to find the appropriate authority.

Please enclose a letter or email from the appropriate authority indicating that you have permission to execute the project. The letter must specifically refer to the project described in your application. Alternatively, you can obtain a signature at the bottom of the application form. If you need help finding the appropriate person, or have questions about what constitutes permission, please contact Sahiti Karempudi at 415-621-3260x114 or [sahiti@sfparksalliance.org](mailto:sahiti@sfparksalliance.org).

**Submission process:**

* Submit the completed application by email as a single PDF or Word (.doc, .docx) document
* Email completed applications to actiongrants@sfparksalliance.org. You will receive a confirmation of your application receipt within 3 business days by email response.
* Applications are due by March 16 at 5 pm

**Selection Process:**

* **The Selection committee, comprised of staff from Department of Public Works, staff from Recreation and Parks, a representative on PROSAC, and SFPA board members, will review the applications and select grantees. SFPA Park Partner and Street Parks staff are not on the selection committee.**
* **There will be one award selected through an online voting process.**
* There will be a pre-screening process before proposals proceed to the online voting process.

**Awards:**

* Grants will be $1000-$5000 in range.
* Grants will be announced in early May.
* Grant funds will be available July 1, 2016, and must be expended by July 1, 2017.

For more information or assistance, please call Sahiti Karempudi at 415-621-3260x114.

***Action Grant Application Form***

*Please read the guidelines before completing this form.*

Name and location of park, open space, or facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisorial District: \_\_\_\_\_\_\_

Name of Group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime or mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of fiscal sponsor (if applicable)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please answer the following questions. Suggested total length is 3-5 pages.

1. Describe your proposed project including the goals and tasks involved.
2. Describe how your project engages new volunteers or better involves them in stewarding your park, recreation center, or open space.
3. Explain your timeline for completing the project. How much time do you expect each task to take.
4. Describe the need. Who are you serving? Does your project propose to address a lack of open space or programming? If your project is a physical improvement does it propose to address a safety or cleaning and greening?
5. You will have one year to implement your project. How will you maintain the improvements or build on the accomplishments of your project for one year following the implementation.
6. Describe community support for your project. Have you held meetings, participated in neighborhood discussion forums, and received letters of support? Capital/beautification projects: Is your project a part of an approved plan?

Summarize the project budget below. Add lines as needed. List each item **separately**.

|  |  |  |
| --- | --- | --- |
| **Item description** | **SFPA grant amount** | **Other project expenses** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

**Required attachments:**

* Illustrations or designs that clearly illustrate the proposal. This picture may be used in our online voting process.
* A “before” picture. This picture may be used in our online voting process.
* A summary of your project. This summary may be used in our online voting process.
* Letter of approval from appropriate local government agency (if applicable)

Please include the picture and summary IN THE BODY OF THE EMAIL, not as an attachment. Your application may be disqualified if this requirement is not met.

**Recommended attachments:**

* Map of your project location
* Three letters of support from community organizations, community members, or sign-in sheets from community meetings that you have held to gain support for your project.

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return by email to: San Francisco Parks Alliance, [actiongrants@sfparksalliance.org](mailto:actiongrants@sfparksalliance.org) Deadline – March 16, 2016