

**Checklist
2017 Action Grants**

**Before submitting your application, please review the checklist to ensure your application is complete:**

* **Eligibility**
	+ Is your project based in San Francisco? (yes/no)
	+ If necessary, has your project received preliminary approval from the land owner/Rec and Park/Public Works? (yes/no)
	+ Can this project be completed between July 1, 2017 and June 30, 2018? (yes/no)
	+ Are you a winner of last year’s Action Grants (2016 winners will not be considered)? (yes/no)
* **Application**
	+ Have you included a complete Action Grant narrative? (yes/no)
	+ Have you answered all of the questions in the narrative? (yes/no)
	+ Have you completed the Action Grant budget template? (yes/no)
	+ Have you included a budget narrative (Question 7 of the application)? (yes/no)
* **Proof of permitting or project approval**
	+ Have you included proof of permitting and/or approval if necessary for your project? (yes/no)
* **Other**
	+ Have you signed and dated your application? (yes/no)

Your Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization/Project\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2017 Action Grants**

**Information and Application**

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. Our organization ensures that our parks are accessible, beautiful, safe, clean, and fun, and managed in a manner that makes them accountable and welcoming to all.

Each year, the Parks Alliance offers Action Grants to support local community groups in San Francisco. These Action Grants support volunteer engagement and community actions that improve and encourage use of San Francisco parks, recreation centers, and open spaces, and are intended to support actions that involve community participation in local neighborhoods.

Action Grants of $1,000 - $5,000 will be awarded. Awardees will be announced in May 2017.

**Project focus:**

Action Grants are designed to support community projects that encompass one or more of the following:

* Events to recruit and involve volunteers in park stewardship projects
* Educational programming in public outdoor spaces, including youth, nature, and environmental education
* Activating public spaces to build community and generate broader 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 communities

**Eligibility:**

Any existing Park Partner group, San Francisco neighborhood-based groups, and/or San Francisco neighborhood organizations with demonstrated needs are eligible to apply. Projects must be located within the City and County of San Francisco, including Camp Mather. Projects may include programming, artwork, events, small capital projects, beautification projects, or other creative ideas. Action Grant awardees must be able to use their awarded funds on projects between July 1, 2017 and June 30, 2018.

*Individuals are not eligible to apply. Park or neighborhood groups who received Action Grant awards in the previous year (2016) are not eligible to apply.* Past winners of the People’s Choice Award (2016) will not be considered for another People’s Choice Award but are eligible to apply for an Action Grant through the standard application process.

**For capital or beautification projects: \*\*PLEASE NOTE\*\***

Projects that involve the beautification or capital improvement of city property *must have proof of approval from the appropriate local agency at the time of your application*.

For example: Projects in Recreation and Park Department jurisdiction must have approval from the Park Service Area Manager. To find the Park Service Area Manager for your local park, use the SF Rec and Park website and click on your park for details. If your park is in SF Public Works jurisdiction, visit the Public Works website to find the appropriate authority.

Documentation must be in the form of a letter on Department letterhead or email from the appropriate authority and must indicate that your park group has permission to execute the project. *The letter must specifically refer to the project described in your application.*

Applications without appropriate proof of approval will not be considered.

**Budget Requirements:**

The maximum award for each project is $5,000. If you are requesting funding for a portion of your total budget, please provide the total project budget as well as any existing funds, or anticipated funds you will need to secure in addition to the Action Grant.

Project budgets should list each item for which funds are being requested along with a corresponding cost. (See budget template). Please note that Action Grants do not cover previously incurred expenses (i.e. prior to signing the Parks Alliance Action Grant agreement).

**Selection Process:**

A committee comprised of representatives from Department of Public Works, Recreation and Parks, PROSAC, and the Parks Alliance Board will review the applications and select grantees. After a pre-screening process by the committee, one (1) award will be selected through a public, online vote.

**Evaluation Criteria:**

When submitting your application, be sure to consider and address the following in your proposal:

* 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 your project? Has the city agency who owns the land granted permission, and approved all plans and designs as needed?

**Pre-application open house (recommended):**

The Parks Alliance will be hosting two (2) Pre-application information open house opportunities for Action Grant applicants. These open houses will offer applicants an opportunity to ask questions regarding the applicant itself, support regarding permitting, or other related inquiries. *While it is not mandatory, we strongly encourage prospective Action Grant applicants to attend one of these open houses on:*

**Wednesday, February 22 from 5 – 7 p.m.**

or

**Wednesday, March 1 from 5 – 7 p.m.**

Open houses will be held at the Parks Alliance office: 1663 Mission Street, Suite 320 in San Francisco.

**How to apply:**

To apply for a 2017 Action Grant, please use the narrative and budget templates provided. You may submit your application by email as a single PDF (preferred) or as separate Word (.doc, .docx) and Excel documents to grants@sfparksalliance.org. You will receive a confirmation of your application receipt via email within 3 business days.

Completed applications are due by 5 p.m. on March 17, 2017. Late or incomplete applications will not be considered.

For more information or assistance, please contact Meagan Demitz, Director of Philanthropy, at meagan@sfparksalliance.org.

***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?
7. Please provide a budget narrative to support your budget sheet (see Budget Template attachment).

**Required attachments:**

* Letter of approval from appropriate local government agency (if applicable)
* Project budget

**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.
* 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. (Please include the picture and summary *in the body of the email*, not as an attachment).

Your Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return by email to: San Francisco Parks Alliance: grants@sfparksalliance.org

Deadline: 5 p.m. on Friday, March 17, 2017