



## FRIENDS OF THE PARKS' 2012 SEED GRANT APPLICATION

### PROGRAM OUTLINE

**Purpose of the Program** - Friends of the Parks provides small grants to park advisory councils, adopt-a-park groups, open space stewards, and park partnering groups committed to improving Chicago's parks. The intent of these grants is to build community alliances, enhance green spaces and support parks. Through this program, we hope to: 1) leverage the dollars that are spent on parks in the City; 2) promote and support community groups and community assets; 3) develop leaders who can share their knowledge with others, and 4) provide additional resources to park advisory councils and adopt-a-park groups.

**Who qualifies for the grant?** A group must be either a: 1) Park Advisory Council registered with the Chicago Park District and recognized by Friends of the Parks; 2) Adopt-a-Park group registered with Friends of the Parks; 3) Partnering Agency at a Chicago Park District park, i.e.: Arts Partner in Residence, theatre group, sports partner, etc. All projects must be related to a Chicago park or children's playground, and funds must be used to promote programs or beautification in the park. Applicants must have the signature of the park supervisor to proceed with the application.

**What can be funded?** Many different kinds of projects may be funded through this program. Friends of the Parks will provide monetary grants up to a maximum of \$2,000 per application with a total awarded amount of \$10,000 in 2012. It may be necessary for the group to find additional funding sources to complete a project. These funds are to be used to jump-start your park program. Friends of the Parks grant review committee will evaluate each of the applications received.

**Examples of previously funded projects include:**

**Planting Gardens  
Tree Planting**

**Sports Equipment  
Community Concerts**

**Art/Sculpture Projects  
Park Program Promotions**

**Dates of Importance -**

**Monday, December 5, 2011**

**Friday, January 27, 2012**

**Online Release of Application**

**Application deadline**

**Application Criteria -**

1. Projects must be located within a Chicago Park District park.
2. Applicants must represent a PAC, adopt-a-park group, or partnering organization.
3. **Applicants must have the approval of the park supervisor.**
4. Previous award winners (maximum 3 years prior) must have completed all required grant reports.
5. Applications must contain ALL of the required information.
6. Grant requests to Friends of the Parks are not to exceed \$2,000.
7. Applicants must become members of Friends of the Parks
8. Applications must be completed and returned by **5:00 p.m. on Friday, January 27, 2012.**

**Contact Maria Dmyterko Stone @ FOTP – (312) 857-2757 ext. 17 or email [stonem@fotp.org](mailto:stonem@fotp.org)**

# Friends of the Parks



## SEED GRANT APPLICATION FORM

Please provide complete answers to the questions below.  
Applications can be mailed to: Friends of the Parks - Seed Grant Program,  
17 North State, Suite 1450, Chicago, Illinois 60602.

By email: [stonem@fotp.org](mailto:stonem@fotp.org)

By fax: 312857-0656

Deadline is 5:00 p.m. January 27, 2012.

If you have any questions regarding this form or require assistance,  
Please call Maria Dmyterko Stone at 312-857-2757 ext. 17 or e-mail [stonem@fotp.org](mailto:stonem@fotp.org)

Write directly on this form or type up information on a letter to attach.

### APPLICANT INFORMATION

**Grant contact person:** \_\_\_\_\_ **Mailing address and zip code:** \_\_\_\_\_

**Chicago Park Name:** \_\_\_\_\_ **Park Address and zip code:** \_\_\_\_\_

**Daytime Telephone:** (\_\_\_\_) \_\_\_\_\_ **Evening Telephone:** (\_\_\_\_) \_\_\_\_\_

(You must provide phone numbers for both day and evening contact. Please note if they are the same)

**E-mail** \_\_\_\_\_ **Fax (optional)** (\_\_\_\_) \_\_\_\_\_

**Amount of money requested:** \$ \_\_\_\_\_

Have You Applied for a Seed Grant in the past? Yes No Have You Received a Seed Grant in the past 3 years? Yes No

NOTE: for accounting purposes all grant checks must be made out to an individual AND to the corresponding organization. Please clarify to whom the check should be written. For example, a check made out to an advisory council will read: Patti Smith - Jones Park Advisory Council. If an advisory council or group does not have a checking account please consider opening up a checking account at this time. Contact FOTP at (312) 857-2757 ext. 17 and ask about our Fiscal Sponsorship Program on ways to open an account.

Name of person check should be made out to: \_\_\_\_\_

### **Application Check off List:**

**Please make sure you have enclosed the following items before returning this application:**

\_\_\_\_ **Completed Application**

\_\_\_\_ **Project Budget**

\_\_\_\_ **Supervisor's Signature approving project** \_\_\_\_\_

*Printed*

*Signed*

Please sign and date below:

This is to declare that we have filled out this application truthfully and understand the commitment we have made to Friends of the Parks to accept funds for their stated use and will report on their expenditure in an honest and complete manner.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PROJECT DESCRIPTION**

What is your organization's need for funding requested? (*Attach additional paper if needed*).

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Provide a time-line showing expected project start and completion dates.

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**PARK IMPACT**

(This section helps us to understand how your group promotes park use in the community)

How will the park be impacted by your project?

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What projects has your group completed in the park to date?

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Who will be responsible for the maintenance of the park improvements created by the seed grant?

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**PROJECT RESOURCES**

List the names and affiliations of the other individuals who will be working on the project.

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Please list the contacts at the Chicago Park District assisting with this project and approving any physical park changes or improvements. \_\_\_\_\_

How do you plan to get people to work with you on this project?

\_\_\_ flyers on the block      \_\_\_ notice in the local paper      \_\_\_ community meetings  
\_\_\_ Other, please explain \_\_\_\_\_

What other organizations (if any) have you or might you work with on this project

\_\_\_ Chicago Public Schools      \_\_\_ Chicago Police Department      \_\_\_ Alderman  
\_\_\_ Block Clubs / Neighborhood Organizations (please name) \_\_\_\_\_

Other \_\_\_\_\_

## **SEED GRANT BUDGET DESCRIPTION**

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Please fill out this sheet to describe the budget for this project. Be sure to include all the resources that will be needed to complete this project, including: hours of labor, any supplies necessary, any programming or promotional needs.

### **ESTIMATED PROJECT COSTS**

Materials (item & cost):

Item and Quantity	Source	Cost
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**Total Materials Costs: \$ \_\_\_\_\_**

Programming (include supplies for flyers, refreshments etc. for events)

Description	Source	Cost
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**Total Other Programming Costs: \$ \_\_\_\_\_**

Other

Description	Source	Cost
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**Total Project Costs: \$ \_\_\_\_\_**

### **SOURCES OF REVENUE FOR THE PROJECT**

In-Kind Volunteer Contributions (hours): \_\_\_\_\_

\_\_\_\_\_

Other Revenue Sources and amounts: \_\_\_\_\_

\_\_\_\_\_

**Amount Requested From Friends of the Parks: \$ \_\_\_\_\_**

## CRITERIA FOR SEED GRANTS

1. The advisory council must be recognized and/or registered with the Chicago Park District, be an Adopt-A-Park group registered with Friends of the Parks, or Partnering Agency with the Chicago Park District.
2. A clear objective and plan for the use of the money must be developed. The plan must indicate the following:
  - a) A complete description of the specific need that will be met using the FOTP seed grant funds;
  - b) The names and affiliations of the individuals that will be working on the project;
  - c) A project budget showing:
    1. The total amount of funding needed for the projects;
    2. Any other sources of funding or materials for the projects;
    3. A description of any other fund raising efforts that will be taken by the group;
  - d) A time-line showing when the project will start and when it will be completed;
  - e) The contact names at the Chicago Park District that are assisting with the project and approving any physical park changes or improvements;
  - f) Names and contacts of any other agencies or organizations that will be assisting with the project;
  - g) Who will be responsible for the maintenance of any improvements created by the seed grant?