Friends of the Parks
2019 SEED GRANT APPLICATION

“A seed, dropped into the ground, springs into activity, and in the act of living produces a hundred more seeds, life, by living, multiplies itself. It is forever Becoming More, it must do so, if it continues to be at all.” — Wallace D. Wattles

PROGRAM OUTLINE

Overview of the program - Friends of the Parks (FOTP) provides small grants to park advisory councils and other park partner organizations 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. Seed Grant funds are usually awarded in amounts less than $1,000. Grant funds will be distributed to 2019 Seed Grant recipients in April and projects must be completed before the end of 2019.

What can be funded? Many different kinds of projects can be funded through this program. All projects must be related to a Chicago park, and funds must be used for events, programming, beautification or supplies. Examples of previously funded projects include: Gardens, tree plantings, sports equipment, community concerts, art projects, programming, etc. Requests for funds to be used for capital improvement projects will not be considered. Capital improvements are expenditures related to the acquisition, expansion or renovation of some segment of a park’s infrastructure (e.g. tennis courts, playgrounds).

What are the eligibility requirements? Friends of the Parks is pleased to offer two Seed Grant opportunities in 2019. The 2019 Burpee Seed Grant and the 2019 Crowley Seed Grant each have their own eligibility requirements, and FOTP reserves the right to determine eligibility based on organization geography, budget and type:

2019 Burpee Seed Grant
A 2019 Burpee Seed Grant applicant must be either a park advisory council or a park partner organization (PPO) that stewards a local park in Chicago. PPOs must have annual budgets no larger than $500,000 to be considered. A funding total of $5,000 is available for 2019 Burpee Seed Grants.

2019 Crowley Seed Grant
Park Advisory Councils located on the southeast side of Chicago are eligible for a 2019 Crowley Seed Grant. Other types of organizations are not eligible for a 2019 Crowley Seed Grant, but are eligible for a 2019 Burpee Seed Grant. A funding total of $5,000 is available for 2019 Crowley Seed Grants.

APPLICATION CRITERIA

In addition to the above eligibility requirements:

1. Projects must benefit a Chicago Park District park;
2. Applicants must demonstrate that their project has the support of the Chicago Park District via at least one letter of support from the Park Supervisor, unless otherwise exempt (see Appendix A);
3. Previous award recipients (maximum 5 years prior) may apply, but priority will be given to new grant recipients. Past award recipients must be in good standing with FOTP, e.g. completed all grant reporting;
4. Applications must be completed in their entirety, containing ALL of the required information;
5. Applications must be completed and submitted by 5:00 p.m. on Friday, March 8, 2019.

Questions? Contact Nicole Machuca at (312) 857-2757 ext. 7 or by email at machucan@fotp.org.
Friends of the Parks
SEED GRANT APPLICATION FORM

Applications can be mailed to:
Friends of the Parks - Seed Grant Program,

Or by email: machucan@fotp.org

APPLICATION DEADLINE IS 5:00 P.M. FRIDAY, MARCH 8, 2019

If you have any questions regarding this form or require assistance, please call Nicole Machuca at 312-857-2757 ext. 7 or e-mail machucan@fotp.org

APPLICANT INFORMATION

Applicant Name: ________________________________ Daytime Telephone: __________________

E-mail __________________________ Applicant’s Organization: ______________________________

Address w/ zip code: _________________________________________________________________

Has your organization applied for a Seed Grant in the past 5 years? Yes  No

Has your organization received a Seed Grant in the past 5 years? Yes  No

Chicago Park Name: _______________ Park Address: _________________________________

Park Region: ☐ South  ☐ Central  ☐ North  Park Region Area #: ☐ 1  ☐ 2  ☐ 3  ☐ 4  ☐ 5  ☐ 6

Which 2019 Seed Grant are you applying for?  ☐ Burpee Seed Grant  ☐ Crowley Seed Grant

Amount of money requested: $__________

NOTE: For accounting purposes all grant checks must be made out to the corresponding organization. For example, a check made out to a park advisory council will read: Jones Park Advisory Council. If an advisory council or group does not have a checking account, please contact Nicole at (312) 857-2757 ext. 7 and ask about your options, including Fiscal Sponsorship.

Name of organization to be written on check: ____________________________________________

Address for check to be mailed to: _____________________________________________________
**PROJECT DESCRIPTION**

1) Provide a description of the project you are seeking Seed Grant funding for.

2) Provide a feasible timeline noting expected dates of activities related to the project that will take place in 2019. This timeline should include projected dates of importance, e.g. purchasing supplies, project start date, completion dates.

**ORGANIZATION DESCRIPTION**

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

4) What is your organization's need for the Seed Grant funding requested?
**PARK IMPACT**

5) How will park users and the park community be impacted by your project?

6) Will this project impact the physical space of the park? If yes, how so?

7) If tangible items are being purchased with Seed Grant funds (e.g. equipment, library books) who will maintain them and how will they be maintained and cared for to ensure they are used at the park for years to come?

8) If your proposed project is a program or concert, what actions will you take to advertise the event and conduct outreach to the park community?

**PROJECT SUPPORT**

9) Please list the contacts at the Chicago Park District assisting with this project and approving any physical park changes or improvements, e.g. who are the Chicago Park District staff/departments who will need to approve your project, have they been contacted about this project, what has been their response?
10) List the names of the individuals from your organization who will be working on the project and explain their contribution to the project.

11) Do you plan on seeking additional support on this project from others, like community groups, park users, elected officials, etc.? Please describe the support that will be provided.

**PROJECT COSTS**

12) Identify any in-kind donations (supplies, personnel, space) that will be made to this project, including volunteer hours. (This is an expansion to Appendix B.)

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This is to declare that: 1) I have filled out this application truthfully; 2) I understand the commitment I have made to Friends of the Parks to accept funds for their stated use; and 3) if my group is awarded a Seed Grant, I will report on their expenditure in an honest and complete manner by the report deadline as listed in the Seed Grant award letter.

______________________________  ___________________
Signature                      Date

Application check list:
☐ Completed and signed application
☐ 1-3 Letters of Support, unless exempt
☐ Completed budget

Applications can be submitted by mail:
Friends of the Parks - Seed Grant Program,

Or by email: machucan@fotp.org
APPENDIX A: Letter of Support

At least 1-3 Letter(s) of Support must be submitted with the 2019 Seed Grant Application. Community organizations that wish to implement programs or make improvements to their local parks must acquire permission from the Chicago Park District, as the governing body of our parks in the city of Chicago. The following approvals must be obtained by applicants for 2019 Seed Grant Applications to be considered:

- Applications must have the support of the Chicago Park District supervisor of the park in which the project will be executed. **If the application demonstrates that the project does not need approval from the Park District, a Letter of Support is not required. Confirm with Friends of the Parks that the requirement does not apply to your application.**

- Additional Letters of Support from non-Park District staff (e.g. community partners, elected officials) can also be included with the application, though they are not mandatory.

- Garden project ideas must be approved by the District’s community gardens team members, Kristin Brock and Sarah Dugan (at Kristin.Brock@ChicagoParkDistrict.com and Sarah.Dugan@ChicagoParkDistrict.com). New and existing gardens applying for a 2019 Seed Grant must have a Letter of Support from one of these Chicago Park District team members, unless they confirm that the proposed project does not require support from their team.

- Sometimes temporary or permanent park projects, like art or beautification, might need permission from the Chicago Park District’s Park Enhancement Committee (PEC). It can take months for the PEC to approve projects and they do not approve every project. If you are unsure if your project idea needs PEC approval, contact Friends of the Parks for guidance.

- Letters of Support provided by Chicago Park District staff or by elected officials can be written on their letterhead, on the blank template provided on the next page, and/or sent directly from their email to Nicole Machuca at machucan@fotp.org – Letters of Support are due by the 2019 Seed Grant Application deadline.

- If you have any questions about the Letter of Support requirement, contact Nicole Machuca at machucan@fotp.org or (312) 857-2757 ext. 7.
Letter of Support  
2019 Seed Grant Application

_______________ (date)

Dear Friends of the Parks,

I, _________________________ (name), as __________________________(role at Park District) am writing in support of the grant application submitted by __________________________________________
(organization name). The group has relayed to me the details of the project and I am supportive of their efforts to ____________________________________________________________ (briefly describe project)
for the benefit _________________________ (park name).

I have the following additional comments about this group, proposed project and/or application:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________.

If you have questions please reach out to me via email at ____________________________ or by phone at ______________________.

Sincerely,

______________________________
APPENDIX B: Budget

Please fill out this sheet or supply a comparable document to describe the budget for this project.

- **This should be the complete budget** for your entire project or program in which this Seed Grant will contribute to.
- **Each relative row must be completed for your budget.** For example, if you are listing a supply, the cost, quantity, vendor and funding source must all be listed.
- **Funding Sources should be identified for each item.** It should be clear which items are being funded by the Seed Grant, other grants, PAC funds, in-kind donations, etc.

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<th>BUDGET</th>
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*Materials/Supplies Total*

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<th>Contractual Services (e.g. personnel, performers, etc.)</th>
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*Contractual Total*

2019 Seed Grant
Funding Request Total: $__________

**TOTAL PROJECT COST**