

# CAPACITY FUND GRANT PROJECTS APPLICATION

## GRANT SPECIFICATIONS

**Partnerships for Parks** makes small grants to community groups working in NYC parks to strengthen their outreach, membership, and program-planning capacity. The **Capacity Fund** grant is funded in part by the Parks Equity Initiative of the New York City Council under the leadership of Speaker Melissa Mark Viverito.

Partnerships for Parks awards small grants of up to **\$5,000** to support capacity building activities and projects for park groups located within the five boroughs of New York City. Proposals should articulate the group's willingness to take ownership of their goals, establish a plan for achieving them, and support sustainability to increase their scope and to become more independent.

Please make sure you explain how your project (through events and programming, outreach and communications, group development, resources, or partnerships) builds your group's capacity and makes your group more effective. Grant applications must adhere to all grant guidelines.

Complete guidelines here:

<http://www.cityparksfoundation.org/partnerships-for-parks/grantsresources/capacity-fund-grants>

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## GRANT PROPOSAL DEADLINE

The next deadline is **February 1, 2015**. Late applications will be considered in the next funding cycle and incomplete applications will not be considered. Applications should be received, not postmarked, by the due date. Emailed submissions must be received by 6:00 pm on the due date.

## GRANT PROPOSAL SUBMISSION

*Applications may be emailed to (preferred):*

[Grants@CityParksFoundation.org](mailto:Grants@CityParksFoundation.org)

(Subject line: Capacity Fund Grant – Projects)

*Or mailed to:*

Capacity Fund Grant – Projects

Partnerships for Parks

49 Chambers Street, Room 1027

New York, NY 10007

## REQUIRED ATTACHMENTS

- ✓ **Please include proof of 501(c)(3) status or fiscal sponsorship with the application.**
- ✓ **Feel free to include additional pages for longer narratives or budget lines.**
- ✓ **If you are NOT a Friends group, you are strongly encouraged to include a letter of support from the Friends group in the park in which you are proposing to do your project.**

For any questions regarding the grant guidelines or application contact Kathryn Trainor at 212-676-1929 or [KTrainor@CityParksFoundation.org](mailto:KTrainor@CityParksFoundation.org)

**CONTACT/GROUP INFORMATION**

Name of Applying Group:	
Contact Person (Name and Position):	
Address (Street/City/State/Zip):	
Phone Number:	
Email:	
Group’s Social Media Links and/or Website (if any):	
Park (must be NYC Park Department Property):	
City Council District:	
Neighborhood(s) Served:	

**COLLABORATION WITH PARTNERSHIPS FOR PARKS**

Have you worked with Partnerships for Parks staff before?	<p> <input type="checkbox"/> Yes                      If yes, please share your current and past collaborations with PFP:                 </p> <p>                     Name of PFP Outreach or Catalyst Coordinator:                 </p> <p> <input type="checkbox"/> No                      If not, you must contact your Outreach or Catalyst Coordinator to discuss your proposed project before submitting this application:  <a href="http://www.partnershipsforparks.org">www.partnershipsforparks.org</a> </p>
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**NON-PROFIT STATUS**

Is your group a registered 501(c)(3) organization?	<p> <input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> In the Process of Applying for 501(c)(3)                 </p>
a. If not or you are in the process of applying, list your fiscal sponsor or indicate if you will need a one-time fiscal sponsorship with City Parks Foundation:	

**NARRATIVE: Please feel free to attach additional pages.**

**GROUP INFORMATION**

<b>About Your Group</b> – When was your group established? What is your mission? Tell us about your group’s achievements and challenges. Looking at the year ahead, what goals does your group have?	
<b>Leadership</b> – Please list the names of individuals involved in the leadership of your group and their roles.	

**CAPACITY BUILDING AND PROPOSED PROJECT**

<b>What are your group’s capacity building goals? (Check all that apply)</b>		
<b>Group Development</b>	<input type="checkbox"/> Recruiting volunteers or members <input type="checkbox"/> Strengthening leadership	<input type="checkbox"/> Formalizing group structure <input type="checkbox"/> Building skills, training <input type="checkbox"/> Developing strategic plan
<b>Events and Programming</b>	<input type="checkbox"/> Starting new program or expanding program	<input type="checkbox"/> Expanding audience
<b>Outreach and Communications</b>	<input type="checkbox"/> Developing a group identity and visual brand <input type="checkbox"/> Reaching diverse audiences	<input type="checkbox"/> Increasing group visibility, getting the word out about your group
<b>Resources</b>	<input type="checkbox"/> Recruiting donors	<input type="checkbox"/> Increasing fundraising ability
<b>Partnerships</b>	<input type="checkbox"/> Collaborating with local residents, institutions, community based organizations, groups, or government	
<b>Other</b>	Please specify:	
<b>Needs Assessment:</b>		
1) Tell us <b>WHAT</b> need(s) in the community and/or park your project is addressing. 2) Identify your target audience – <b>WHO</b> is in need of your group’s services and describe their relevant details (e.g. age, gender, location, language, etc.)		

**Proposed Project Details:**

- 1) Outline the details of your group’s proposed project (frequency, structure, materials, and implementation).
- 2) What outcomes do you expect to see? How will you collect and measure these results?

**Capacity Building:**

- 1) Identify your group’s top priority and secondary goals (within the grant year) and long-term goals (beyond the grant year) for group development and HOW the proposed project supports them. (Use the check boxes at the beginning of this section as your guide for selecting these three goals.)

**Top Priority:**

**Secondary:**

**Long-term Goals:**

<b>Target Audience(s) and Outreach</b> –What is your outreach plan to engage your target audience(s)?
<b>Collaboration</b> – Please list potential partner organizations and explain how you will work with them.
<b>Evaluation</b> – How will you know if your project has met its goals and how will you verify this?

**PROJECT TIMELINE**

Indicate the timeline for tasks required to achieve your project and indicate the person responsible:		
Task	Completion Date	Person Responsible

**PROJECT BUDGET**

*NOTE: Keep in mind we do not fund staff time, capital improvements, transportation, overhead, or items to be sold for profit. Please refer to the grant guidelines for the complete list of restrictions.*

What is your group’s annual budget?			
Priority	Item and Quantity	Purpose	Subtotal
#1	<i>Example: 500 Flyers</i>	<i>To distribute to community for promotion of event</i>	\$150
#2	<i>Example: 501(c)(3) Filing Fees</i>	<i>To apply for 501(c)(3) status in order to accept donations to grow group’s financial capacity</i>	\$450

Please list project expenses (See examples above)			
Priority	Item and Quantity	Purpose	Subtotal
<b>Total Amount Requested:</b>			

**OTHER SUPPORT AND SUSTAINABILITY PLAN**

*NOTE: We hope that the Partnerships for Parks Capacity Fund Grant will serve as a springboard for groups to build capacity and to learn about fundraising. We expect that our grantees will eventually outgrow us after receiving a Capacity Fund grant or grants.*

<p>Please list any monetary and in-kind donations received toward the project. What other potential sources of funding for the project have you approached or do you plan to approach?</p>
<p> </p>
<p>Would you be able to carry out this project if your request is partially funded? If no, please explain.</p>
<p> </p>
<p>How will the project be funded in the future?</p>
<p> </p>

*Thank you for completing the application.*

Partnerships for Parks offers many more resources for group development. For more information, please visit [www.partnershipsforparks.org](http://www.partnershipsforparks.org), and join us on Facebook [www.facebook.com/partnershipsforparks](https://www.facebook.com/partnershipsforparks)