CAPACITY FUND GRANT PROJECT GUIDELINES

OVERVIEW

The Partnerships for Parks Capacity Fund Grant program, presented by TD Bank, provides small grants of up to $5,000 to strengthen the outreach, membership, and program-planning capacity of community groups who care for their neighborhood parks in all five boroughs of New York City.

- This grant is intended to be a first proposal for volunteer-run groups working with Partnerships for Parks who do not have existing staff, are new to the grant application process, have limited budgets, or do not have an established track record in fundraising.
- The project application covers tools and supplies for hands-on service projects or programming that cultivate long-term stewardship of green spaces, general outreach and promotional materials for groups and their activities, and infrastructure-related costs such as 501c3 filing fees for groups who demonstrate more advanced fundraising capability.

DEADLINES AND TIMELINE

Round 1
APPLICATION DEADLINE: FEBRUARY 1, 2017
Earliest Notification of Decisions: April 1, 2017
Earliest Start Date for Grant Activities: April 15, 2017

Round 2
APPLICATION DEADLINE: JUNE 1, 2017
Earliest Notification of Decisions: August 1, 2017
Earliest Start Date for Grant Activities: August 15, 2017

Round 3
APPLICATION DEADLINE: OCTOBER 1, 2017
Earliest Notification of Decisions: December 1, 2017
Earliest Start Date for Grant Activities: December 15, 2017

All submissions (emailed or mailed) must be received by 11:59PM on the due date. Late applications post-marked on the due date will not be accepted.

FOLLOW THESE STEPS AS YOU BEGIN THE PROCESS OF APPLYING:

The application process should not begin with submitting the proposal; CONTACT US to go over your ideas first and BE AVAILABLE and prompt in your responses during the grant review period.

WHAT ELSE TO KNOW?

Expect to hear about the funding decision about eight (8) weeks after the deadline. Grant-funded projects and activities may only begin after awards are announced.

Grant activities must be completed within one (1) year of receiving the award.

Grant funds must be spent and a grant report submitted upon completion of the project, no more than one (1) year after receiving the grant.

Groups who receive grants may reapply one (1) year after their award date, but must have completed and submitted a final report for all previous grant activities.

1 Speak with your Outreach Coordinator or Catalyst Coordinator to discuss your project and your group's goals.

2 Join the informational webinar for general information and/or register for an individual consultation to discuss your group's specific proposal questions with the Grants Team.

3 Be available during the review period to answer questions. Return calls and/or emails promptly.

For information and to register for the webinar or consultation, visit
www.partnershipsforparks.org or
email the Grants Team at
Grants@cityparksfoundation.org.

WHO IS ELIGIBLE?

- Park groups and community groups proposing projects for NYC Parks property throughout the five boroughs are eligible to apply. 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.

- Groups who lead projects or programs that engage the community, expand the group's capacity to serve as long-term stewards of green spaces, and are free and open to the public.

- Applicants are NOT required to have 501(c)(3) status, but if groups are not 501(c)(3) organizations or do not have an outside fiscal sponsor, grants funds can only be accessed by reimbursement or paid invoice directly to vendors.

PRIORITY WILL BE GIVEN TO

- Groups with a strong history of collaborative work with Partnerships for Parks, NYC Parks, and/or City Parks Foundation and a long-term commitment to steward-ship. Participation in and/or leading a Partnerships for Parks It's My Park service project is strongly advised.

- Groups who support neighborhood parks in historical-ly under-resourced areas.

- Volunteer-run groups who have budgets less than $10,000.

- NYC Parks-focused community groups who have a long-term commitment to their neighborhood park and/or street trees, over groups that are eligible for GreenThumb, Historic House Trust, or flagship parks re-sources, non-profits with established staff and funding sources, and over program/service-providers using the park as a venue for a one-time event.

WE DO NOT FUND

- Individuals
- Projects that are not on NYC Parks property.
- Equipment such as computers, printers, laptops, or tablets.
- Fundraisers or materials that will be sold for profit.
- Capital improvements to parks.
- Staff time. It is our expectation that the programs we fund will be run primarily by volunteers or in cases of paid non-profit staff that salaries come from a different source.
  Exceptions are made for outside consultants such as educators or performers who provide a needed service or expertise and intern stipends when projects provide meaningful youth employment related to parks.
- Local travel.
- Overhead costs like rent, general liability insurance, utilities, etc.

EXAMPLES OF PROJECTS

Projects include, but are not limited to: events or programs that bring new audiences to the park and encourage sustainable involvement; small physical improvements or beautification projects; training; filing for 501(c)(3) status; and outreach tools such as newsletters, banners, posters, postcards, or bulletin boards. Examples of past grantees include:

- Friends of Travers Park in Queens received $2,000 for plant material for park and street trees, quarterly newsletters, flyers, postcards, and banners to increase membership and volunteer efforts.
- Brooklyn's Coney Island Beautification Project was awarded $2,000 for multilingual flyers, rainwater irriga-tion system, plants, and 501(c)(3) filing fees.
- Friends of St. Mary's Park in the Bronx received $1,500 for a cultural nonprofit group to perform in the park, community visioning materials, and flyers and posters for advertising.

DESIGN SUPPORT FOR PUBLICATIONS OR WEBSITES

In the past, groups applied through one Capacity Fund Grant application for design support from the Partnerships for Parks Art Director or an outside consultant for publications and websites. Now, groups may submit ONLY ONE of the following per round (see Partnerships for Parks website for the guidelines and applications):

- Project
- Publication
- Website