

Inwood Parks Grant Frequently Asked Questions

Table of Contents:

- [Q1: Who is Partnerships for Parks and what experience does it have administering grants?](#)
- [Q2: What if groups want to apply to both the Capacity Fund Grant and Inwood Parks Grant?](#)
- [Q3: Is there a limit to how many grants a group can receive over the four rounds?](#)
- [Q4: Who is eligible for the Inwood Parks Grant? Is there any priority given?](#)
- [Q5: You have provided the grant guidelines in Spanish. Is there an application in Spanish?](#)
- [Q6: Can a group submit two different applications in one round?](#)
- [Q7: Will all of Columbia's money be distributed at once?](#)
- [Q8: My group is not a 501c3. If I receive a grant, what happens to the money? How do I access the funds?](#)
- [Q9: What types of projects will you fund?](#)
- [Q10: What are the exact cross streets for the southern border of Inwood?](#)
- [Q11: There has been some confusion about insurance. What exactly do you cover?](#)
- [Q12: What does "small-scale" physical improvements mean? Can you provide more detail on what is allowed?](#)
- [Q13: Does this mean if I propose a project that is \\$34,000 in cost or lasts less than 5 years, it will be funded?](#)
- [Q14: What are your requirements for the grant?](#)
- [Q15: Is there criteria that grant applications need to meet?](#)
- [Q16: Who is on the Grant Committee?](#)
- [Q17: Why is NYC Parks on the grant committee? Does this create bias?](#)
- [Q18: Is Columbia involved in the review process?](#)
- [Q19: There is desire in the community for transparency in this review process. Is there room for community representatives to participate?](#)
- [Q20: When will I find out about grant decisions?](#)
- [Q21: I want to get involved, care for, and advocate for my park on a more regular basis. How should I go about doing this?](#)

Q1: Who is Partnerships for Parks and what experience does it have administering grants?

A: Partnerships for Parks (PfP) is a joint-program of the NYC Parks Department and City Parks Foundation - the only independent nonprofit organization dedicated to offering sport, arts, community development and education programs in public parks throughout the five boroughs. City Parks Foundation has a longstanding commitment to Inwood Hill Park, providing free tennis programs to seniors and children. It also provides senior fitness programs and Children's adventure races.

PfP, created 21 years ago, supports the growing network of community members and groups who want to care for and get involved in their local parks and green spaces. We provide support to the public in a number of ways, including encouraging stewardship of their parks through our It's My Park program and providing technical assistance to build the skills and connect additional resources to groups to build their capacity and grow their park work.

PfP has been distributing small grants to grassroots community park groups and organizations citywide since our inception. We administer the Capacity Fund Grant three (3) times each year, which supports beautification, program-planning, group development and outreach. We are committed to making our grants accessible. We can support all groups throughout the entire grant process, from holding information sessions and webinars, providing individual consultations and project-planning, to reviewing rough draft applications and follow-up. PfP has distributed over 600 Capacity Fund Grants totaling nearly \$925,000 in distributed funds. Here is a list of the grants we have given to the Inwood community:

Oct-15	Manhattan	Hudson River Community Sailing	\$ 900	Partial funding for expansion of community sailing days in Northern Manhattan including intern stipends, flyers, and a banner	Dyckman St. Marina (Fort Washington Park), Inwood Hill Park
Jun-15	Manhattan	Friends of Inwood Hill Park	\$ 800	Partial funding for outreach materials, t-shirts, tools, and supplies for monthly stewardship events.	Inwood Hill Park
Feb-15	Manhattan	Rotary Club of Inwood	\$ 2,200	Partial funding for environmental and tree care booklets, equipment for presentations including camera, memory cards and flash drives, materials for It's My Park art, music, and photography events, and NYC Parks Ranger Workshops.	Inwood Hill Park

Nov-13	Manhattan	Inwoof	\$ 2,000	NYS incorporation and IRS non-profit status filing fees, printing of brochures, website redesign, tee-shirts	Inwood Hill Park
Jun-12	Manhattan	Shorakapok Earthkeepers	\$ 1,500	T-shirts, caps, gloves, flyers, posters, banner, refreshments/food, guest speakers, and website domain name	Inwood Hill Park & Van Cortlandt Park
Jun-12	Manhattan	Isham Park Restoration Program	\$ 2,300	NYS filing fee to obtain certificate of incorporation in the name of IPRP 1970, Inc., fee to NYS to assume name "Bruce Reynolds Garden Volunteers", chairs, bulletin board, folding table for community events, 500 postcards, paper and envelopes, insulated cooler, copying, and lamination	Isham Park (Bruce Reynolds Garden)
Jun-12	Manhattan	Row New York	\$ 500	Printing costs for open house	Swindler Cove
Feb-08	Manhattan	Friends of Payson Avenue	\$ 500	Create outreach postcards to attract new members and volunteers	Inwood Hill Park/Payson Playground

- Partnership for Parks also serves as the partner with the NYC City Council to administer the Parks Equity Funding Allocations. Inwoof received \$6,000 to help fuel the creation a small dog run, north of the existing Inwood Hill Park run.

Q2: What if groups want to apply to both the Capacity Fund Grant and Inwood Parks Grant?

A: If groups proposing projects in Inwood Hill, Isham, or Muscota Marsh reach out to PfP prior to the deadline, staff will likely encourage them to apply for the Inwood Parks Grant instead of the Capacity Fund Grant for the following reasons:

- **More Money:** The maximum award is \$15K whereas the maximum Capacity Fund award is \$5000.
- **More Flexibility:** There is more flexibility to apply for projects that involve physical improvements and they can also propose to fund group development needs as well
- **Longer Window:** The Inwood Parks Grant funds must be spent by December 31, 2019. Groups can propose their own timelines and can therefore secure funding for their programs and activities through the grant end date. The Capacity Fund grant has a one-year timeline to spend the funds.

Q3: Is there a limit to how many grants a group can receive over the four rounds?

A: No. The only requirement is if you receive a grant, you must spend all of the money and submit a final report before applying for the next round.

Q4: Who is eligible for the Inwood Parks Grant? Is there any priority given?

A: Any grassroots community group, nonprofit organization, or school composed of two (2) or more people proposing work in Inwood Hill Park, Isham Park and Muscota Marsh are eligible for the grant. Groups do not need to have their 501c3 to apply.

In addition to covering work in these parks, the grant also supports groups who directly support these three spaces. Therefore items such as educational or waterway programming, for example, are eligible if they address the needs in the three targeted parks.

This grant is open to anyone citywide, however priority will be given to community groups and organizations located in Inwood who have been actively involved/or investing in these spaces.

Q5: You have provided the grant guidelines in Spanish. Is there an application in Spanish?

A: Currently, there is no Spanish application. However, Partnerships for Parks strives to make our information and resources as accessible as possible so that communities across NYC have an equal opportunity to get involved in their local parks. Despite limited capacity to take on language translation, the Grants and Resource Development program hopes to translate it for future deadlines as well as hold an information session in Spanish.

Q6: Can a group submit two different applications in one round?

A: No. All proposed projects can be included in one grant application. Timeline and feasibility of groups completing the projects will be taken into consideration during the grant review. If you need to submit additional budgets and timelines for separate project ideas, you can submit the additional sheets via email to Grants@cityparksfoundation.org.

That being said, a group can collaborate with others on multiple applications, but they themselves cannot submit more than one per round.

Q7: Will all of Columbia's money be distributed at once?

A: No. While there is no specific amount set aside for each round, the administration of the grant was structured to last multiple rounds. This allows time to conduct extensive grant outreach, spend grant funds, and provide opportunities for groups to apply multiple times. We hope this will allow idea-sharing, collaborations, and foster creativity to maximize the benefit for the Inwood community.

Q8: My group is not a 501c3. If I receive a grant, what happens to the money? How do I access the funds?

A: Not a 501c3? No worries! Through PfP's parent organization, City Parks Foundation, we offer grant-only fiscal sponsorship for with no administrative fee. This means that we create an account and hold the money for you. There are two ways to access the funds:

- Reimbursements - You pay for the materials up front and submit your receipts to us with a reimbursement form.
- Payment Vouchers - You can have a business invoice City Parks Foundation directly. Attach your invoice with a payment voucher and CPF will pay the business directly.

Accessing the funds through reimbursement and payment vouchers are the only activities allowed for the account. If you are a 501c3 or have a fiscal sponsor, we will cut a check directly.

Q9: What types of projects will you fund?

A: As listed in our grant guidelines, potential projects can include, but are not limited to:

- Physical improvements: Small-scale projects such as trail building or trail maintenance, painting, gardening, resurfacing of recreation areas, updates to equipment, and street tree care.
- Outreach: Banners, posters, postcards, brochures, bulletin boards, tents, websites, or publications. **Note: flyers and banners in a NYC park must be approved by the Parks Dept and meet co-branding guidelines.**
- Programs and events: Education (youth, waterway, environmental (i.e. urban park rangers) and historical), fitness, arts performances, or culture. Allowable expenses include honorariums, permit fees, and event insurance.

Q10: What are the exact cross streets for the southern border of Inwood?

A: Looking at the map on your outreach flyer, the land allowable for proposed physical projects seems to cut off the southern end of Inwood. The southern border is Dyckman Street. However, if groups are working on a program or property nearby and are unclear about boundaries, please reach out to the Grants Team.

Q11: There has been some confusion about insurance. What exactly do you cover?

A: We cover event insurance, but not general liability. This is to make sure the insurance is for park activities and not general organizational activities.

Q12: What does “small-scale” physical improvements mean? Can you provide more detail on what is allowed?

A: Any sort of physical change you want to make to a park, whether large or small, needs to be approved by NYC Parks. Even though Partnerships for Parks supports work strictly on NYC Parks property, we are not the landowners. Therefore, to alter or change the landscape, you must see if NYC Parks will approve it. For Inwood Hill Park, Isham Park, and Muscota Marsh, you can contact one of three people:

Jennifer Hoppa - Administrator Northern Manhattan Parks -

Jennifer.Hoppa@parks.nyc.gov

Danny Mercado - NYC Parks Manager - Daniel.Mercado@parks.nyc.gov

Barbara (Basia) Nikonorow - Partnerships for Parks Outreach Coordinator

- CB 7, 10, 11, 12 - Barbara.Nikonorow@parks.nyc.gov

Small-scale physical improvements mean work that is not a capital construction project, such as painting play equipment, repainting basketball courts, trail building and maintenance, gardening, installing fencing or benches, purchasing and installing a tool shed, etc. By definition, a capital construction project in NYC Parks is any work that is greater than \$35,000 or that lasts more than 5-years.

Q13: Does this mean if I propose a project that is \$34,000 in cost or lasts less than 5 years, it will be funded?

A: No. However, regardless of the project idea, we want to support your creativity and passion. Run the idea by NYC Parks and see if it is feasible. If it is not something that can be accomplished immediately, there are ways to search out and advocate for larger sources of funding. Your idea just might not be the right fit for this grant.

Q14: What are your requirements for the grant?

A: Strongly recommended pre-application opportunities:

- Set up an individual consultation with the PfP Grants team to discuss your project proposal
- Attend an information session
- Submit your rough draft application for comments and suggestions

Requirements for the grant:

- All work must be done on NYC Parks property. In this case, Inwood Hill Park, Isham Park, and Muscota Marsh
- If it is a physical improvement project, you must have NYC Parks approval.
- As noted earlier, the grant also supports the groups who directly support work in and around these three spaces. If you have a project idea, you are encouraged to reach out to the Partnerships for Parks Grants Team at Grants@cityparksfoundation.org.

Q15: Is there criteria that grant applications need to meet?

A: Partnerships for Parks wants to support as many groups as possible and see them thrive and succeed in their parks and communities. We also want to support groups through the grant process and give them the skills and confidence to seek out additional funding to continue their work. Given that, we evaluate our grants on some basic criteria:

- Capability - Can the group or organization carry out the project or program effectively?
- Feasibility - Can the project be done? Is it approved by the NYC Parks Department? Does the budget demonstrate adequate resources to complete the project?
- Importance - What need or want does the proposal address in the community? (i.e. see **Needs Assessment** in application)? PfP is not looking to fund one particular type of project, but we want to see groups are thinking about what needs they are meeting and who is their audience.

Q16: Who is on the Grant Committee?

A: The grant application review process will take 4-5 weeks. Grant applications will be reviewed by a panel of Partnerships for Parks staff members, with NYC Parks staff serving on as an advisory role. The grant committee is made up of the Partnerships for Parks Grants Manager, Grants Coordinator, Technical Assistance Program Director, Manhattan Outreach Coordinator (CB12) and Manhattan Volunteer Program Manager. The NYC Parks advisory members are Northern Manhattan Parks Administrator and Chief of Staff for Manhattan Parks.

Q17: Why is NYC Parks on the grant committee? Does this create bias?

A: The NYC Parks Department is serving on the committee in advisory roles to go over parks policies and procedures. The weight of NYC Parks votes count just the same as members from Partnerships for Parks.

Q18: Is Columbia involved in the review process?

A: No, they wanted to remove themselves from the process.

Q19: There is desire in the community for transparency in this review process. Is there room for community representatives to participate?

- A: Partnerships for Parks appreciates the community's desire to take an active role in the distribution of these funds. However, it has been standard practice since our inception for Partnerships for Parks to keep the review process in house. We also do not bring in outside reviewers or other officials. We view our role as grantmaker in several ways:
- To support as many groups looking to engage these park spaces as possible
 - Not to undo any of the work that has been going on in the community
 - Celebrate diversity and equity through our grantees. There is no one particular area we are looking to fund. Rather, we want to encourage creativity and flexibility in how people want to improve, activate, and engage the Inwood community through its parks.

Q20: When will I find out about grant decisions?

- A: All grant applicants will be notified at the end of the review process - 4-5 weeks after the deadline. If denied a grant, we encourage you to reach out to the PfP Grants Manager and Coordinator for feedback. We are happy to discuss your project and reasons behind the decision, as well as work with you to develop a proposal that you can submit for the following round.

Q21: I want to get involved, care for, and advocate for my park on a more regular basis. How should I go about doing this?

- A: Partnerships for Parks has an Outreach Program that places outreach coordinators citywide to support community members and groups who want to get involved in their local parks. They are the point people between the community and the NYC Parks Department and can connect you to other PfP resources, the right contacts, and to other groups in your community.