



Building Playgrounds and Communities (BPC) Grant Program Parks Foundation Calgary

Guidelines for the BPC Grant Application

The Parks Foundation Calgary (PFC) is a non-profit organization dedicated to the development of amateur sport, the creation of parks and pathways and the protection of Calgary's river valleys. Since its inception in 1985, PFC has been involved in more than \$125 million worth of privately initiated projects.

What is the Building Playgrounds and Communities Grant Program?

The Parks Foundation Calgary BPC Grant Program provides funding assistance toward projects that, in partnership with local community groups, develop and enhance Calgary's playgrounds in areas of higher need within the city of Calgary.

The playground grants are funded through the BPC Grant Fund and are intended to provide up to a maximum of \$25,000 of funding for playground facilities. These funds are dispersed based on assessment of need and the benefit to the community by the Parks Foundation Calgary Building Playgrounds and Communities Committee specifically established for this purpose.

Parks Foundation Calgary will facilitate the BPBC Grant Program and can provide fund administration, including payment of invoices and issuance of tax receipts at no cost to the project should you choose to flow your project funds through the Gift Administration Program.

What types of groups are eligible?

Those eligible shall be any organization, educational institution or group endorsed by an appropriate body if they

- are registered as a non-profit society and have a Certificate of Incorporation
- have objectives and programs relating to parks and playgrounds

Grants are provided to schools, parent associations, community associations and other organizations that meet the eligibility requirements.

How do we apply for a Building Playgrounds and Communities Grant?

Submit a written application to the Parks Foundation Calgary. Applications must include a cover page and supporting documentation as outlined below. Please provide two individually stapled copies of the application. A template application form can be found on our website (www.parksfdn.com) under Projects & Grants.

The Cover Page must include:

- Application date
- Name of your organization, complete address, phone number, email and website
- Contact person(s), address, phone numbers (day/evening &/or cell) and email address
- Name of Project
- Location/ playground site
- Project Description - one paragraph or point form outline clearly describing your project

- Project Budget and Total Cost of Project
- Grant Amount Requested (up to a maximum of \$25,000.00)

Supporting documentation and information should include:

- Statements regarding the need for the project as well as supporting evidence, where applicable
- Statements regarding the benefits of the project including who will benefit and the opportunity for use by the surrounding communities, groups or citizens.
- Playground Design that meets CSA standards for playgrounds
- Letters of support from the City/School for the playground project
- Community support for the playground
- Anticipated total hours of volunteer labour
- Organization's current list of Board members with addresses

Financial Information:

- Organization's budget for the current year (revenues & expenses) where applicable
- Playground project budget in detail and total cost for entire project
- Funds to be provided/raised by applicant organization
- Other grants applied for or received
- Other funding sources including in kind services
- A minimum of two and preferably three competing quotes for playground equipment/design, etc. Outline the quotes in table format for comparison. Attach individual quotes behind table.
- Organization's most recent annual financial statements (signed by treasurer/president)

All Applicants - If these documents are not already on file with the *Parks Foundation Calgary*, please provide one copy of each of the following documents as well:

- Certificate of Incorporation with your current proof of filing or a letter of endorsement from an appropriate organization acknowledging your organization's non-profit status; and
- Your organization's bylaws and objectives
- A photo of your project/site before development

To avoid delay in processing your organization's application, please ensure that you have included all the information requested. If you have questions about the application process, please call 974-0751 or visit our website @ www.parksfdn.com for sample applications and information.

How are the applications evaluated?

Evaluation criteria include:

- A demonstrated need for the project as it relates to parks and playground development
- Community support and partnerships
- The essential need for financial assistance for the project
- Funding to be provided by the organization and its members
- Other sources of funding
- Number of communities, groups or citizens who will benefit
- The project must be within the Calgary municipal boundaries

The expectation is the applicant will set up a Project Fund with the Parks Foundation Calgary. Donations and grant funds are deposited to the project account established. PFC will issue tax receipts for donations received. Parks Foundation Calgary then pays the Playground Project invoices directly from the Project Fund set up for this purpose.

Are there application deadlines?

Grant applications are reviewed on an ongoing basis.

The Parks Foundation BPC Committee members meet with applicants to develop a familiarity with the project details. The review Process may take up to six weeks to complete. The committee then forwards its recommendations to the Parks Foundation's Board of Governors for final ratification.

What are the conditions associated with accepting a grant?

There are four main conditions associated with accepting a BPC grant:

1. Within 30 days of completion of the project, recipients must submit a final report including
 - A signed financial statement of income and expenditures associated with the project.
 - Copies of all invoices and cancelled cheques for the project; and
 - A description, photo, and a maximum one-page written assessment of the completed project
2. Recipients must include in their playground design and budget the cost of one or more Parks Foundation Calgary Dedication Benches with a plaque recognizing Parks Foundation Calgary's contribution.
3. Recipients must provide authorization for the Parks Foundation Calgary to audit all books, accounts and records and to make any investigation deemed necessary to ensure that funds paid to a project have been properly expended.
4. The expectation is the recipient organization will flow their playground funds through the Parks Foundation Calgary Project Gift Administration program. This program offers free administration services to eligible community organizations and a gift administration grant worth 2% of the total funds the project flows through their Playground account (for projects less than \$1,000,000.00)

Where do we send our applications?

Building Playgrounds and Communities Committee
Parks Foundation Calgary
225-13 Avenue SW
Calgary, AB T2R 1N8

How do we get more information?

If you have questions about the Building Playgrounds and Communities (BPC) Grant Program, contact the Parks Foundation Calgary at 403.974.0751 or visit our website at www.parksfdn.com and look under Projects and Grants for the BPC Grant Program and under Project Gift Administration for the Gift Administration Grant.