



How to Complete a Building Playgrounds and Communities Grant Application Parks Foundation Calgary

The Building Playgrounds and Communities (BPC) Grant Program offers community groups the opportunity to apply for up to \$25,000 towards the initial fundraising goal of building a new playground.

The application and guidelines are found at www.parksfdn.com under Programs and Grants.

Print off and complete all the sections. Please use point form and complete the application with information under each title. Remember to complete the whole application and have all the supporting documents and paperwork before you submit the grant application. Do not send any paperwork separate from the grant application. Please provide two copies of the application.

The grant application is mailed to:
Building Playgrounds and Communities Committee
Parks Foundation Calgary
225-13 Avenue SW
Calgary, Alberta T2R 1N8

You must complete our [Project Gift Administration](#) application first in order to be considered for this grant. Applicants who do not apply for Project Gift Administration will not be considered for funding.

Below is a template to assist you in applying for a Building Playgrounds and Communities grant.

Sample Template

Building Playgrounds and Communities Grant Application Date

Summary Page

Organization: Name
Address
Phone Number and Fax
Email
Website

Registration: Insert Certificate of Incorporation number

Primary Contact: Person's name
Address
Telephone
Email

Secondary Contact: Person's name
Address
Telephone
Email

Name of the Facility:

Location/ Playground Site:

Total Cost of the Project: Enter total amount of funds to complete the project

Grant Request: Enter dollar amount that you are requesting from the grant- up to a maximum of \$25,000

Project Title: The name of your project

Project Description: Clearly describe your project (one paragraph)

List of Executive

<u>Name</u>	<u>Position</u>	<u>Work</u>	<u>Home</u>
Name	Job title(committee role) and address	Phone #	Phone #

Complete a list of all people that are on your executive.

Location (Where is the playground or facility located)

Example:

- Street address/site
- Name of playground
- Name of school

Project Need

Example:

- No playground in the community
- Playgrounds has no play value and does not meet safety standards
- There is a need for free recreational activities for children in our community

Benefits for to the Community (Community and School area)

Example:

- A safe free place for all people for social interaction – will be used by income levels/crime rate reduction etc
- Recreation area for children to promote healthy living, well being and learn social skills
- A community gathering place for all ages
- Number and ages of children in your community or school– go to www.calgary.ca to see the civic census data to support the project
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Community Support for the Project (who else in your community likes your project)

Example such as:

- Letter from the School Board (if on school property)
- Letter from the city- Alderman or MLA (must include a statement of municipal support)
- Principal
- Any businesses nearby that value the playground
- Any community groups or daycares nearby that may use the playground

Why the Project Should be Funded (explain the need and why you think this project is important)

Example:

- List all the partners such as school, community group- joint funding projects – amount raised locally, impact on the community

- Where is the closest community playground? Will this new one provide a safe place for children in your community?
- Photo of old site
- Old equipment does not meet playground safety standards (may be mandated by the school board or the city)

Building Community Capacity

- Please indicate and describe in detail of any programs or projects that your school or community is planning on accomplishing in the next two years.

Total Cost of the Project (Cost and expenses)

The total cost of the playground project is \$_____.

- Submit a recent financial statement for the organization.
- Submit budget for the current year
- Detailed project budget -Worksheet with expenses and credits(in kind services)

Funding

- Funds raised by organization
- Any grants applied for or received
- Other funding sources, including in kind services and volunteer hours

Additional Documents

- Photos of the site before development
- Minimum of two Playground equipment quotes- design/specifications
- Playground drawing

Applications Deadlines

- Applications will be reviewed on an ongoing basis. Parks Foundation BPC Committee will meet to review and forward to the Board of Governors for final ratification. The review process may take up to 8 weeks to complete.

The cost of one bench must be in the total value of your project cost.

Grant applications must be signed by one person with financial signing authority for your organization.

Applicants must provide recognition of the Parks Foundation Calgary's contribution to the project.

Any questions about the application contact 403-974-1070.

Resource Material- Playgrounds Project Manual for Volunteer Groups This can be down loaded at www.calgaryhealthregion.ca/playgroundsafety or call 403-943-6740.

Sample Budgeting Worksheet

PROJECT EXPENSES	COST (VALUE)	IN-KIND	CASH NEEDED
Removal of Old Playground			
Volunteer Labour (173 hr @ 10.00)	1730.00	1730.00	
Bobcat (18 hr @50.00)	900.00	900.00	
Dump truck (19 hr @ 50.00)	950.00	950.00	
Dump fees	500.00		500.00
Site Preparation			
Excavation / dirt hauling	7,000.00		7,000.00
New Supplies			
Playground equipment and amenities (inc. freight, delivery tax)	75,000.00		75,000.00
Surfacing material (natural rock)	6,000.00	1,500.00	4,500.00
Installation (excluding fees for professional supervisor)			
Bobcat (8 hr @50.00)	400.00	400.00	
Concrete (7m3)	1,500.00		1,500.00
Perimeter material (300 lft plastic timbers, inc. rebar (150 steel pins))	3,800.00		3,800.00
Volunteer labour (195 @ 10.00)		1,950.00	
Other (not included in grant request)			
Insurance	500.00		
Playground Signage	750.00	500.00	250.00
Celebrations & thank you activities	750.00	500.00	250.00
TOTAL (other expenses not included)	99,730.00	7,430.00	92,300.00

PROJECTED INCOME (CASH & IN-KIND)	TOTAL (self help and request)	IN-KIND	CASH
Applicant's contribution (self help)			
Donated materials		1,500.00	
Donated services (45 hr @ 50.00)		2,250.00	
Donated labour (368 hr @ 10.00)		3,680.00	
Community- based fundraising			30,000.00
Non-provincial grants			15,000.00
Provincial matching grant request			47,300.00
TOTAL (\$)	99,730.00	7,430.00	92,300.00