

CREATING PARTNERSHIPS THROUGH PARKS



Planning & Budgeting





PLANNING

Project Timeline

When planning your project consider the time required for each planning phase. Start with your completion goal and create a *work-back project plan*. Your planning phases could include construction and order lead times, fundraising campaigns and grant applications, as well as community engagement and project approvals.



Consider our Project Gift Administration program in the early stages of your project. This program provides a many services and forms a partnership with Parks Foundation Calgary, allowing us to help you every step of the way! <https://www.parksfdn.com/project-gift-administration>

Project Designs and Request for Proposals (RFP)

Your project design will be a product of community input and ideas. To get these ideas down on paper you may have utilized a concept design, or maybe had it created by a playground supplier. Your initial designs and/or concepts will provide a cost estimate that you need to help you build your project budget.

Regardless of the type of project you should always request a *minimum* of three project bids. This ensures you aren't sole sourcing and are getting a competitive price. If your project is highly complex a full request for proposal (RFP) or tender process may be required - ask us if you're unsure!

DYK we can manage and complete an RFP for your playground project for you??



Always confirm with the landowner if there are specific requirements or procedures you need to follow for your selection process. Request an approved vendor list to work from.

Approvals

Approvals will be required throughout your project. Start these conversations with the project land owner early on.

Who is the land owner? The landowner could be the Calgary Board of Education (CBE), the Catholic Separate School District (CSSD), or the City of Calgary Parks. Talk to us, your school principal, or a City representative to find out who to talk to.

It's important to receive approvals for the following:

- Support for your project idea at the location you desire
- Approval in principle for the concept design
- Ongoing maintenance for the project after project completion
- Final design approval



Always get approvals in writing, preferably from supervisory or management level employees.

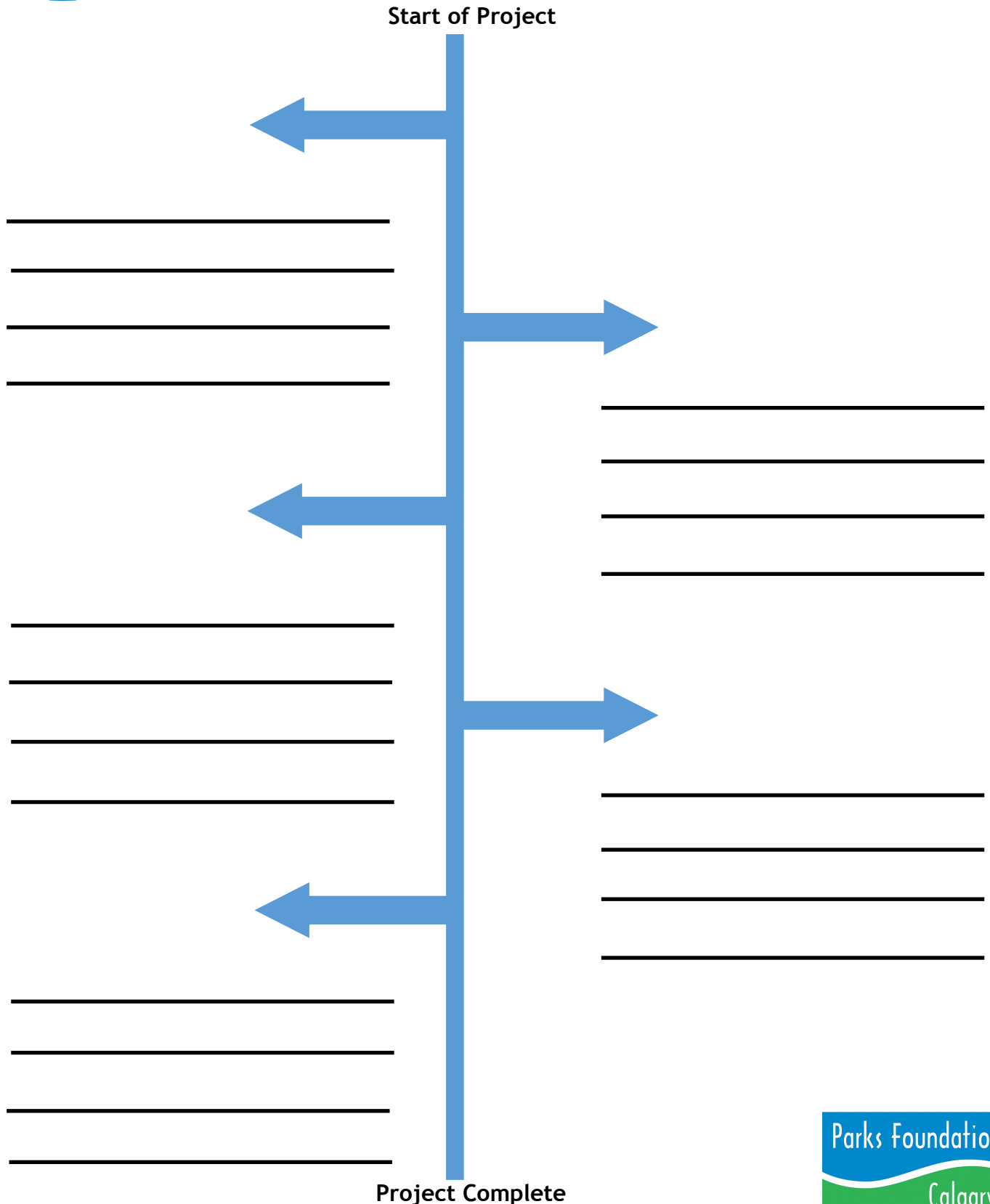
Always have approvals in place before moving to the next phase of your project . Never break ground, sign a contract or place an equipment order without appropriate approvals in place.



CREATE YOUR TIMELINE

Use the timeline below to plot key dates that are crucial to the progress of your project. How do you get from start to finish? Track the key steps along the way.

Remember that timelines are fluid and you may not have all the details up front. Try to be flexible!



BALANCED BUDGETS

Cash vs. in-kind

It's important to understand the cash needed and available for your project, and its difference from donated materials or labour. In-kind contributions can significantly reduce the cash you need for your project saving you money and giving you the freedom to allocate funding elsewhere.

What does in-kind mean?

In-kind contributions occur when a company, individual or service provider is supplying materials or services free of charge. For example volunteer labour or a supplier discount would be considered in-kind. It's easy to miscalculate in-kind contributions as cash available so be sure to designate these donations correctly.

NOTE: Project budgets must account for in kind contributions under the expenses and revenues sections. See Budget template that follows.

Grant budgets

When applying for grants you are often asked to submit a project budget. It's important to identify how much you have raised to date, and where you plan to raise the rest. Clearly indicate which funds are confirmed and which are outstanding.

Always submit a balanced budget!

Track your funding

Understand your funding needs and track them as you go along. Identify your cash goals and options for in-kind contributions. As you begin making requests and collecting funds keep track of who you have contacted, confirmed contributions and pending requests—this includes both cash and in-kind donations.



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BUILDING COMMUNITIES Application Form

Project Budget:			
Total Project Budget:			
Revenue Sources Please indicate if funds are confirmed or tentative	Cash	In-Kind	Total
Total Project Revenue (Should equal the total project expenses)			
Project Expenses: Please detail all of the anticipated expenses for the project (e.g. materials, equipment, landscaping, site preparation, food for volunteers, etc.)			Total Project Expenses
<div style="font-size: 4em; opacity: 0.5;">SAMPLE</div>			
Total Project Expenses			