



At Parks Foundation Calgary  
**WE BUILD PARKS THROUGH PARTNERSHIPS**

With the support of the Calgary Foundation we have created this guide to support you and your project goals.

A stylized illustration of two hands, one light blue and one dark blue, holding a green rainbow. Below the rainbow is a town with blue houses, green trees, and a blue bench. The background is a light beige color with white clouds.

# COMMUNITY PROJECTS 101



Parks Foundation Calgary is committed to helping you **embrace your outdoor life** and create thriving communities and public spaces.

We exist to help break down barriers, increase your knowledge and build the skills you need to be successful throughout the lifecycle of your project.



Following are a few steps that will assist you along the way!



## VISIONING & ENGAGEMENT

Form a committee of passionate and interested people to lead the project. This committee might grow throughout the planning of your project, so welcome new individuals as they show interest.

When planning and brainstorming try to discuss a variety of interactive opportunities that include active, social, imaginative and inclusive play. This will help you form a vision that provides opportunities for all Calgarians. There are a number of resources, organizations and individuals that can help you develop these ideas.



Consider making a project specific email address for consistent communication.

### HOW TO GET STARTED:



#### COMMUNITY ASSET MAPPING

Produce a map of nearby amenities, parks, pathways, schools and businesses.



#### COMMUNITY FEEDBACK

Host a brainstorming session that invites community residents to provide input and ideas for the new space. What makes your community great and what it might be missing?



#### CREATE YOUR VISION

Get a visual of your project on paper. This will help raise awareness and gain approvals for your project. *\*Consider Parks Foundation Calgary's Stella Conceptual Drawing Grant.*



#### CIRCLE BACK TO YOUR COMMUNITY

Let your community or school know you incorporated their feedback and share your final plans with them.



# PLANNING AND PARTNERSHIPS

Now that you have a vision for your project, it's time to fine tune the details required to reach your project goals. This will include obtaining necessary approvals, making a budget, bridging partnerships and creating a fundraising plan.



## LINE UP A NON-PROFIT ORGANIZATION

This is likely to be a parent society or community association. Your project will need a non-profit organization to apply for grant funding and to create a partnership with Parks Foundation Calgary.



## REACH OUT TO THE OWNER OF THE PROJECT SITE FOR FEEDBACK AND APPROVALS

This is likely to be your school board or the City of Calgary. At this time ask about opportunities for in-kind or financial support.

## TIPS & IDEAS



Early engagement is KEY!



## CONFIRM YOUR PROJECT'S BUDGET

Projects usually range from \$25,000 up to \$500,000, so consider a budget that is reasonable for your community. Reach out to others who have completed similar projects, or to playground suppliers or landscape architects who could also provide budget considerations.



## BRIDGE NEW PARTNERSHIPS

Make a list of groups or individuals to approach to inform them about your project and provide them with ways to get involved. *\*Consider applying for Parks Foundation Calgary's Project Support Program for free administrative and accounting support.*



# FUNDING YOUR PROJECT

The project is gaining momentum! It's time to outline funding opportunities and start raising funds.



## MAKE SUB-COMMITTEES

Designating people to different fundraising areas will allow the group to stay focused and produce a better result.



## DEVELOP YOUR PROJECT STORY

Paint a picture that illustrates why your project is important and what makes it unique. Why should someone make a donation?



## MEET OFTEN

It's important to stay organized so meet with your committee often. Ensure everyone is sharing their ideas and successes.



## TRACK YOUR PROGRESS

Include upcoming grant deadlines and responses, important contacts and confirmed funds. Report back to those who have invested in your project, and thank them for their support.



## DYK?

*Parks Foundation Calgary can provide tax receipts for your donors through the Project Support Program.*



# BUILDING YOUR PROJECT

You've done it! All the funds are raised it's time to build your project.



## FINALIZE YOUR DESIGN AND OBTAIN FINAL APPROVALS OR PERMITS REQUIRED

The landowner taking over the maintenance of your project must sign off. This will likely be the City of Calgary or your school board.



## SCHEDULE YOUR BUILD

This may require specific lead times for equipment, delivery or contractor mobilization. Coordinate with all parties involved to ensure dates, times and work requirements are clear.



## COMMUNICATE WITH YOUR COMMUNITY AND DONORS

Keep them up to date and let them know when the project is scheduled to be completed. Maybe there is a period of time that your community or school will be highly impacted. For example a playground is removed.



## VOLUNTEER INVOLVEMENT

Is there an opportunity to engage volunteers on your project? Discuss this with your contractor early to see what opportunities are available. If yes, ensure proper insurance and safety standards are in place. Lastly, make sure to track all volunteer hours - these have a monetary value of \$20/hour!



# ADDITIONAL RESOURCES

Parks Foundation Calgary has additional resources and templates to help you stay organized:

- \* Donation request letter template
- \* Donation sheets
- \* Build day check list
- \* Volunteer information sheets
- \* Volunteer sign-in and tracking sheets
- \* Grant tracker

TIPS &  
IDEAS



Utilize ALL available resources. They are designed to help!

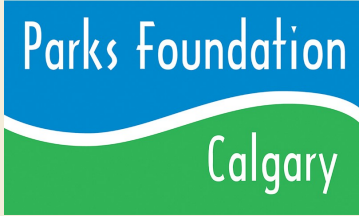
TAG US ON SOCIAL MEDIA!



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Parks Foundation  
Calgary





# CREATING PARTNERSHIPS THROUGH PARKS

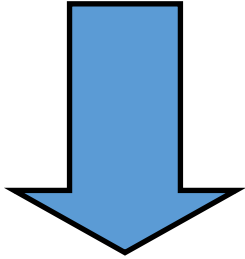


## Developing an Innovative Vision

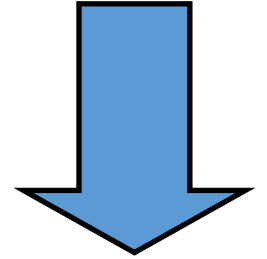


# DEVELOPING AN INNOVATIVE VISION

Start your visioning process by gaining insight into the needs and wants of your neighbourhood and how your project could address them.



## ESTABLISHING NEEDS VS. WANTS



Who is the project primarily for? Students? Teens? Wider community?  
What other playful, or community amenities are within walking distance?  
What is your community or school missing?



Use the boxes below to brainstorm and help define your NEEDS .

What are the demographics in your community?

What other amenities are already available / close to your community?



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## TYPES OF COMMUNITY SPACES



Consider a variety of interactive opportunities that will invite people of all ages and abilities. This will help you design a project that provides opportunities for all Calgarians.

**ACTIVE ~ ~ SOCIAL ~ ~ IMAGINATIVE ~ ~ NATURAL ~ ~ INCLUSIVE ~ ~ SPORTY**

### ACTIVE

**Active features** will promote fundamental movement and physical play including running, climbing or jumping. Think things that get your heart beating!

### SOCIAL

**Social options** will encourage collaboration, cooperation and sharing. Spaces where interaction with others is important, such as an amphitheater.

### IMAGINATIVE

**Imaginative play** encourages the possibilities of 'make believe' where a physical object can represent anything. This allows the experience to develop based on a child's (or adult's!) imagination.

### NATURAL

**Natural features** will improve the appeal of your space and allow people to utilize more of their senses. Natural materials can help stimulate children's creativity and provide a tactile experience.

### INCLUSIVE

**Inclusive design** accommodates all users at a variety of developmental levels, where everyone can participate and interact. It means designing the space not just with a focus on physical accessibility but for individuals with other mental or social impairments as well. Consider pathway connections, accessible surfacing and access ramps, community seating and even shade.

### SPORTY

**Sport features** will encourage organized games and athlete development at the community level. Outdoor rinks and multi-sport courts invite kids, teens, and adults to stay active and build their knowledge and skill levels.



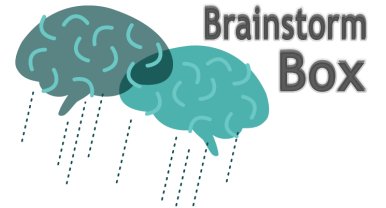
## CONCEPTUALIZATION IS KEY!

**DYK?** Parks Foundation Calgary has a Stella Conceptual Drawing Grant that can support this stage of your project?

Visit <https://www.parksfdn.com/conceptual-drawing> for guidelines and more information!



# ACTIVE



**Active features** will promote fundamental movement and physical play including running, climbing or jumping. Think things that get your heart beating!

What active features would you like to include in your project?



# SOCIAL



**Social Features** will encourage collaboration, cooperation, and sharing. Spaces where interaction with others is important.



What social features would you like to include in your project?



# IMAGINATIVE

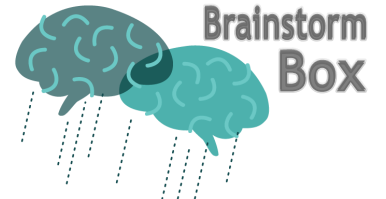


**Imaginative play** encourages the possibilities of ‘make believe’ where a physical object can represent anything. This allows the experience to develop based on a child’s (or adult’s!) imagination.

What imaginative features would you like to include in your project?



# NATURAL



**Natural features** will improve the appeal of your space and allow people to utilize more of their senses. Natural materials can help stimulate children's creativity and provide a tactile experience.

What natural features would you like to include in your project?





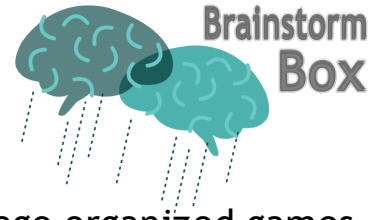
# INCLUSIVE



**Inclusive design** accommodates all users at a variety of developmental levels, where everyone can participate and interact. It means designing the space not just with a focus on physical accessibility but for mental or social impairments as well. Consider pathway connections, accessible surfacing and access ramps, community seating and even shade.

What inclusive features would you like to include in your project?

# SPORTY

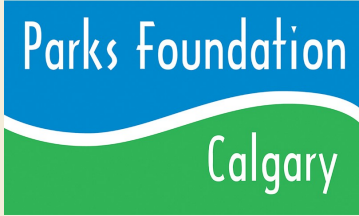


Brainstorm  
Box

**Sporty features** will encourage organized games and athlete development at the community level. Outdoor rinks and multi-sport courts invite kids, teens and adults to stay active and build their knowledge and skill levels.

What sporty features would you like to include in your project?





# 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.

### TIPS & IDEAS



Consider our Project Support Program in the early stages of your project. This program provides a variety of services and forms a partnership, allowing us to help you every step of the way!

## 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!

Parks Foundation Calgary can manage and complete an RFP for your playground.

### TIPS & IDEAS



Always confirm with the landowner if there are specific requirements or procedures you need to follow, or an approved vendor list to work from.

## Approvals

Approvals will be required throughout your project. We suggest to start these conversations with your 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 in your community to find out!

It's important to receive approvals for the following:

- Support for your project idea in the location you desire.
- Approval in principle for the concept designs.
- Always have this in place before you begin fundraising.
- Ongoing maintenance for the project after.
- Final design approval. Never break ground, sign a contract or place an order without this in place.

### TIPS & IDEAS



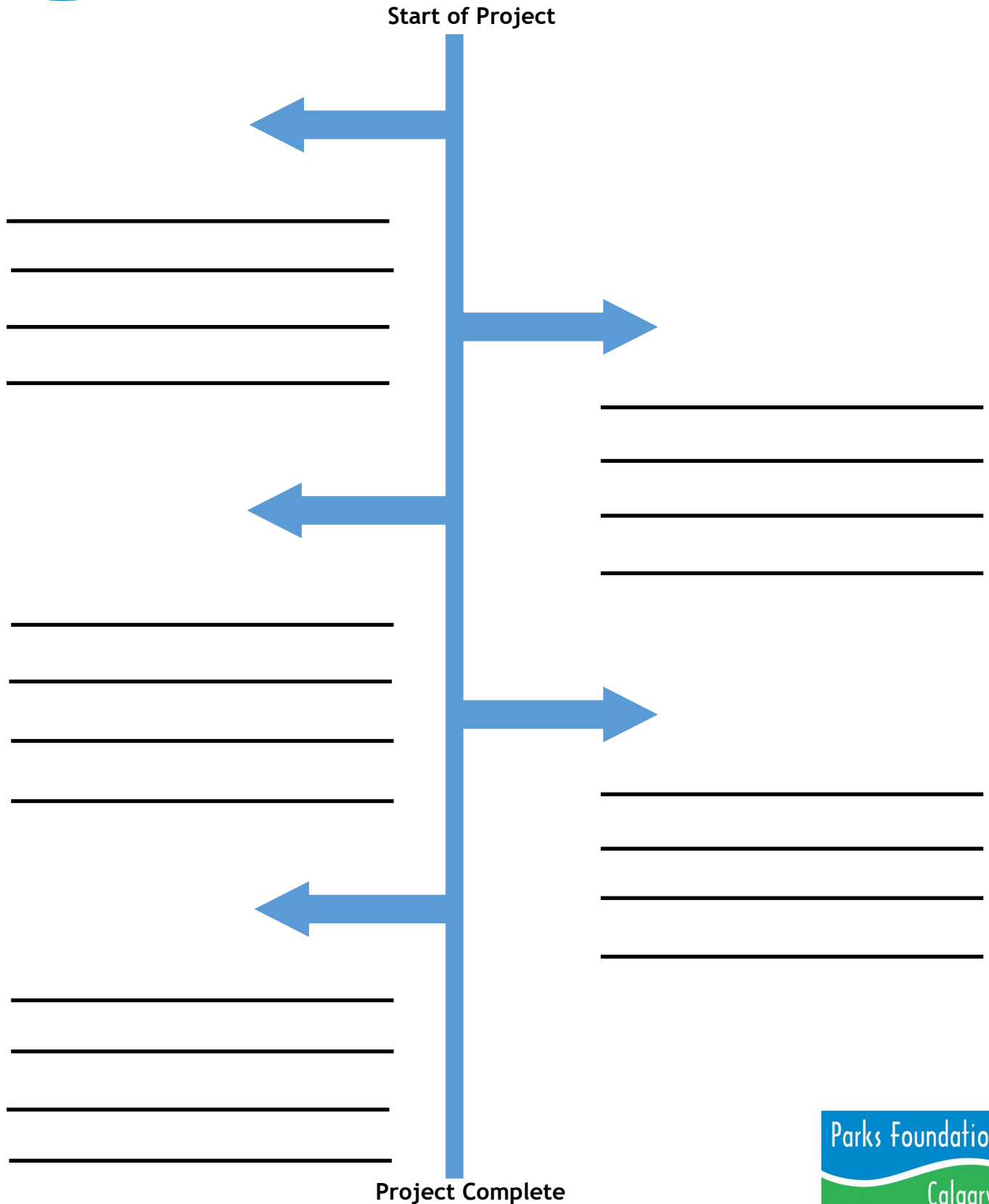
Always get approvals in writing, preferably from supervisory or management level employees.



# 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 more freedom to allocate funding elsewhere.

## What does in-kind mean?

In-kind contributions occur when a company, individual or service provider is supplying you with something free of charge. For example volunteer labour or a supplier discount. 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.

## 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 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
<h1>SAMPLE</h1>			
Total Project Expenses			



# CORPORATE DONORS

Corporate donors are a great partnership to consider. A local business may consider donating money, materials or products to support a non-profit group in exchange for recognition on your project.

## TIPS & IDEAS



Ensure that you review and receive approval from the landowner and your organization prior to approaching businesses and suggested recognition opportunities.

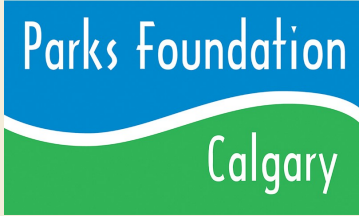
Recruiting sponsors and building relationships with them takes planning and strategy. Start by considering what opportunities a business could get involved in or contribute to your project. Events are a traditional place to start but don't overlook material donations or volunteer opportunities as well! Also realize that your relationships may grow and develop over time. Consider asking for monthly donations or smaller sponsorships to build your partnership.—**This can be extremely helpful for those with multi-year fundraising campaigns.**

As you start building a list of potential sponsors, consider what you're offering them in terms of recognition. When an organization sponsors your project, they are often looking to build a reputation in the community. Therefore, consider approaching businesses that align with your project and community.

**Use this checklist to begin developing your list of potential sponsors.**

- Ask your committee members and volunteers for connections.
- List all businesses your group already has a relationship with.
- Research businesses that have ties to your cause, or seem like a natural fit.
- Reach out via letter (for cold contacts) or an introduction to start the sponsorship conversation.
- Ask your contacts to share your story in order to gain further support.





# CREATING PARTNERSHIPS THROUGH PARKS



## Funding Your Project



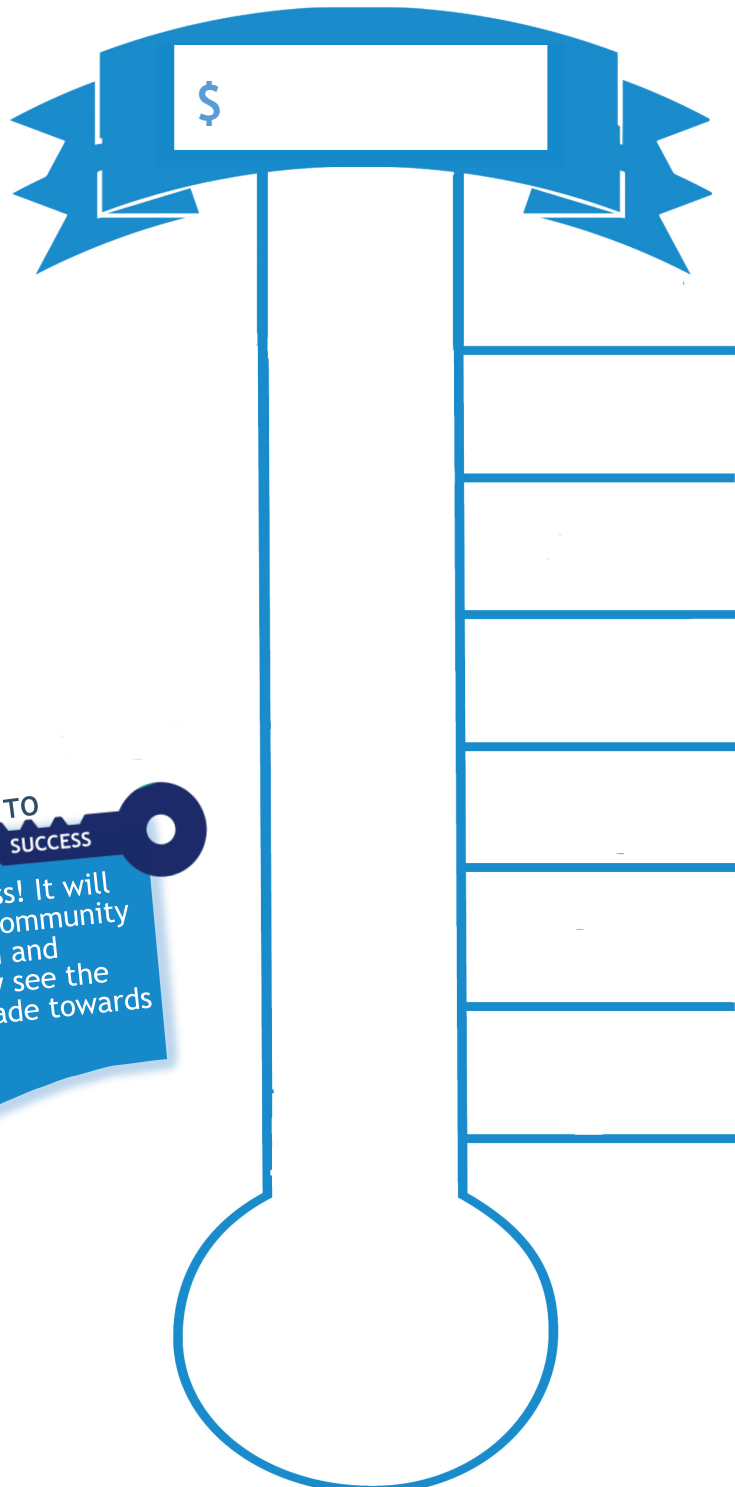


# FUNDRAISING TIPS & TRICKS

Beyond collecting money for a particular purpose, you will be connecting people and businesses to a cause that matters to you. Be clear and transparent on how their contribution will make an impact on your project and how it supports leaving a legacy in your community.

## Setting Goals

Track your fundraising efforts here! Be sure to set a goal to work towards that is reasonable and relevant to your project.



KEY TO  
SUCCESS

Track your progress! It will keep donors and community members involved and interested as they see the progress being made towards your goal.



## DONATIONS

Contributions come in many forms and not all donations will be financial in nature. Approach your donors and supporters with a variety of ways they can help! Consider in-kind contributions, event support, as well as cash donations. Below are a few ideas to get you started.

- **Donation request letter**

As a partner of Parks Foundation Calgary we would be happy to place your requests on our Foundation letterhead - just ask!

- **Create a donation sheet for your project**

This will collect all the necessary information from your donors. Distribute alongside any donation request letters.

- **Community or school cheque drive**

Set a fundraising goal and suggest a donation amount.

- **Itemized project sheet**

Often times people are unaware of the individual costs of items; perhaps they would be more willing to donate to cover the full or partial cost of a particular item.

- **In-kind donations, materials, or services**

Design (signs, architect designs), materials (rocks, concrete, trees), services (security, bobcat driver)

- **Use your network**

Get in touch with your local service clubs (Lions, Rotary, Kinsmen, etc. )

KEY TO  
SUCCESS

All cheques should be written to "Parks Foundation Calgary", and accompanied by a donation sheet for your project. Parks Foundation Calgary will provide tax receipts for donations of \$100 or more. ONLINE donations are a great alternative!



## CASINO FUNDS

Your organization must be registered as a society or charity before you can apply for a casino license. \*The organization must prove an active record of delivery of its charitable programs or services to the community for a minimum of 24 months. [www.aglc.gov.ab.ca](http://www.aglc.gov.ab.ca)

### Want to hold a Casino?

If your organization has never held a casino you must complete the *Eligibility for Casino License* form with the Alberta Gaming and Liquor Commission (AGLC) to become eligible. If your organization is already registered with AGLC you can simply complete the *Casino License Application* (this may take up to 24 months). Please refer to their website for information regarding your organization's eligibility, casino licenses, and application forms.

Website: <http://aglc.ca/casino/licenceandeligibility.asp>

Phone: 1-800-272-8876, ask to speak with someone from the Eligibility Unit

### Already have Casino Funds?

If your school or community has access to previously raised casino funds (fantastic!), you will need to connect with the AGLC to request these funds. They have specific rules regarding use of proceeds so we encourage you to contact AGLC directly to discuss your request. Mention your partnership with Parks Foundation Calgary.

General Email: [gaming.useofproceeds@aglc.ca](mailto:gaming.useofproceeds@aglc.ca)

Phone: 1-800-272-8876, ask for someone in the Use of Proceeds Unit





**EVENTS** are a great way to spread the word about your project and to get people excited and involved! There are endless ideas to kick-start your fundraising. The list below is a place to get you started, but this is your project so get creative! Build a committed team to help you reach your fundraising goals and have fun along the way!

### TIPS & IDEAS



- Bottle drives
- Bake sales
- Food truck events
- Silent auction
- Raffles
- Neighbour day or community events
- Garage sales
- Pizza/Cookie/Lunch fundraisers

### KEY TO SUCCESS

Contact the AGLC to gain eligibility for a raffle. For raffles valued at \$10,000 and less, the license can be obtained from any Alberta registry agent, for raffles valued \$10,000 or more, the AGLC must issue the license.



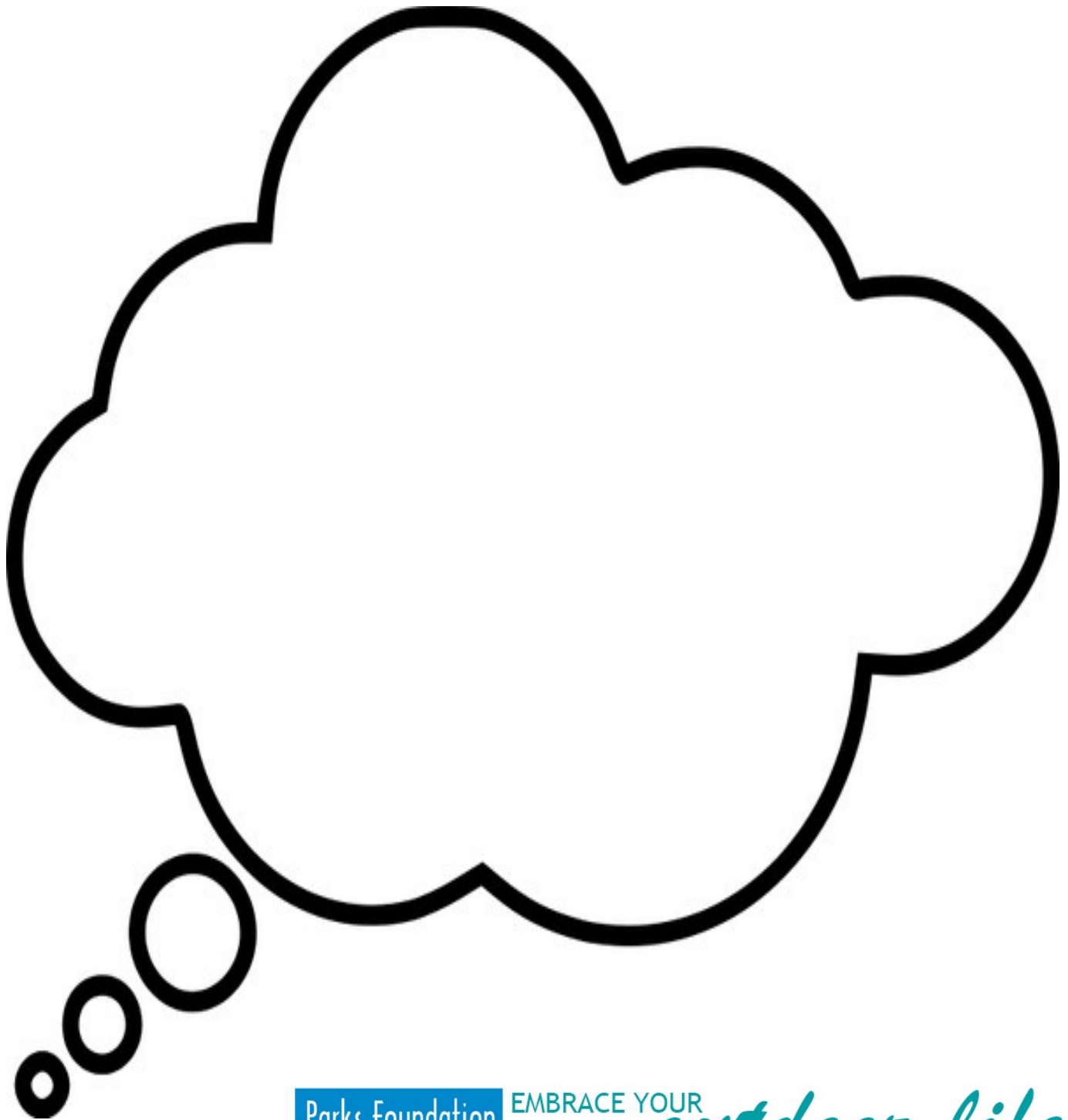
## CORPORATE & BUSINESS SUPPORT

Contact your local businesses to inform them of your project, show them designs of your idea and how it will benefit your community. Create your own donation request letter to help them understand the project in its entirety, the fundraising goal, partnerships and how they can financially help.

- **Employee gift matching programs**  
Some companies match donations made by their employees or donate a certain amount to an employees charity of choice or social cause.
- **Corporate community investment programs**  
Search company websites, or reach out to working parents to see if options are available.
- **Banks/Credit Unions**  
Check websites for locations in and around your community and funding opportunities available. Speak to your Branch Mangers about your project.
- **Volunteer opportunities for donors**  
Corporations appreciate the opportunity to be involved in a hands-on way. Talk with your supplier or contractor to find ways to get volunteers involved.
- **Donor recognition**  
Discuss with your team how you plan to recognize your supporters and donors. Make sure to mention this in grant applications and donor request letters. Parks Foundation can give you ideas on how to do this.
- **In-kind or material donations**  
Depending on the request you may be more successful in receiving material donations. Talk with your supplier or contractor on what items you can request elsewhere.



# Brainstorm Fundraising Ideas For Your Project



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# GRANTS

provide significant funding opportunities for your project. When applying make sure you illustrate why your project is important and what makes it unique. We suggest that you call the grant organization first to verbally introduce your project, ensure it's a good fit, and ask for any words of advice when putting together your application. Below is a list of possible grants that may apply to your project.

Please note that every grant may not apply to your project, so take the time to read through guidelines and focus areas to see where you fit in.

#### Alberta Real Estate Foundation

Website: <http://aref.ab.ca/get-funding/>

#### Alberta Recreation and Parks Association (ARPA)

Website: <http://arpaonline.ca/resources/grant-programs/>

#### Alberta Sport Connection (Province of Alberta)

Website: <https://albertasport.ca/funding/>

#### Aviva Community Fund

Website: <https://www.avivacommunityfund.org/>

#### Alberta Tire Recycling Grant \*Reimbursement Grant

Website: <http://www.albertarecycling.ca/tire-recycling-program/community-development>

#### Calgary Foundation - Grassroots Grants

Website: <http://calgaryfoundation.org/grantsawards-loans/types-of-grants/grassroots-grants/>

#### Calgary Hitmen Foundation—Community Restoration Project

Website: <http://hitmenhockey.com/communityrestorationprogram>

#### Community Facility Enhancement Program (CFEP)

Website: <http://www.culture.alberta.ca/community/community-grants/>

#### Community Initiatives Program (CIP)

Website: <http://www.culture.alberta.ca/community/community-grants/>

#### COOP Community Spaces

Website: <http://crs.coopconnection.ca/communityspaces.html>

#### First Calgary Financial

Website: <https://www.firstcalgary.com/Support/#txb1>

#### JumpStart Accessibility Grants

Website: <http://jumpstart.canadiantire.ca/content/microsites/jumpstart/en/community-accessibility-grants.html>

#### Parks Foundation Calgary Amateur Sport Grant Program

Website: <http://www.parksfdn.com/amateur-sport-grant/>

#### Parks Foundation Calgary Building Communities Grant

Website: <http://www.parksfdn.com/building-communities/>

#### Sport Calgary

Website: <https://www.sportcalgary.ca/grants-and-awards/>

#### TD Friends of the Environment

Website: <https://fef.td.com/funding/>

KEY TO  
SUCCESS

Keep track of important application deadlines, review periods, and reporting requirements. Always save a copy of your applications for your records. This is a great resource for the next grant.




Remember why you are doing this in the first place. Stay organized and spread out the work! Consider making subcommittees to help target various fundraising areas and remember to meet often to ensure everyone is sharing their ideas and successes.

Your success will come from an enthusiastic and committed team!

## GOOD LUCK!

# Grant Writing

## Q&A



**Q:** What's the best advice you can give to a community member with no experience writing grants?

**A:** The first grant you write is always the most challenging. Truly understand the impact of your project and how you can share this with a potential funder. The next grant and the next one, AND the next one will be easier - I promise! You're building a new skill. We didn't learn to ride a bike in one attempt, right?

**Q:** What happens if I don't know, or don't have all the answers to a grant application?

**A:** Call the funder! They are there to help answer your questions and support you through their application process. They are in the best position to explain what they are looking for and why. **Don't wait until the last minute and call them the day before a deadline.**

**Q:** What are the most common mistakes people make when applying for a grant?

**A:** You may be surprised to hear that the most common mistake is submitting an incomplete application. Always read the requirements before starting your grant to ensure you meet the criteria and that you can source all the supporting documents necessary. Give yourself time to gather all the information, **especially** if it's your first grant. When you think it's ready to send in **double check** that you have included everything you need.

**Q:** What is your advice on managing and prioritizing grant application due dates?

**A:** Before spending the time on any grant application ensure your project fits with the funder's criteria. If you don't know give them a call to be sure. You can also look up past grantees and what their project ideas and budgets were - are their similarities to your project? Remember you're a volunteer group, use your time efficiently and understand you can't do it all.

**Q:** What are the qualities of a well-written grant?

**A:** A well written grant share's your project story in a relatable and easy to understand way, and highlights **WHY** your project should be funded. Funders want to hear about the unique, innovative and important aspects of your project and how this will impact your community.



# Do's & Don'ts of Grant Writing

## DO's

Read the guidelines and follow instructions.



Call the funder for a preliminary conversation.

Be clear and concise about what your project is and your funding request.

Include detailed, accurate budgets, with appropriate estimates for all expenses.

Include your requested amount on the budget document and make sure revenue and expenses match.

Ensure correct spelling & grammar. Ask someone to review before you submit.

Make sure you have included all the required mandatory documents.

Request feedback if your application is not approved.

## DON'Ts

Don't submit an incomplete application.

Don't assume your project is eligible.

Don't use jargon, keep it simple and straight forward as though they have never heard of you.

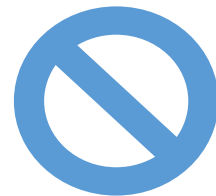
Don't make up costs or false numbers.

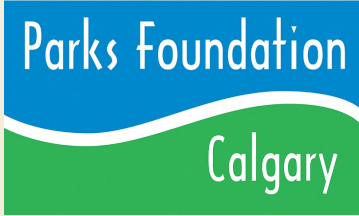
Don't forget to identify confirmed, pending and in-kind donations in your budget.

Don't forget to run spell check.

Don't provide out dated information.

Don't assume your application failed, grants are a competitive field.





# CREATING PARTNERSHIPS THROUGH PARKS



## Telling Your Story

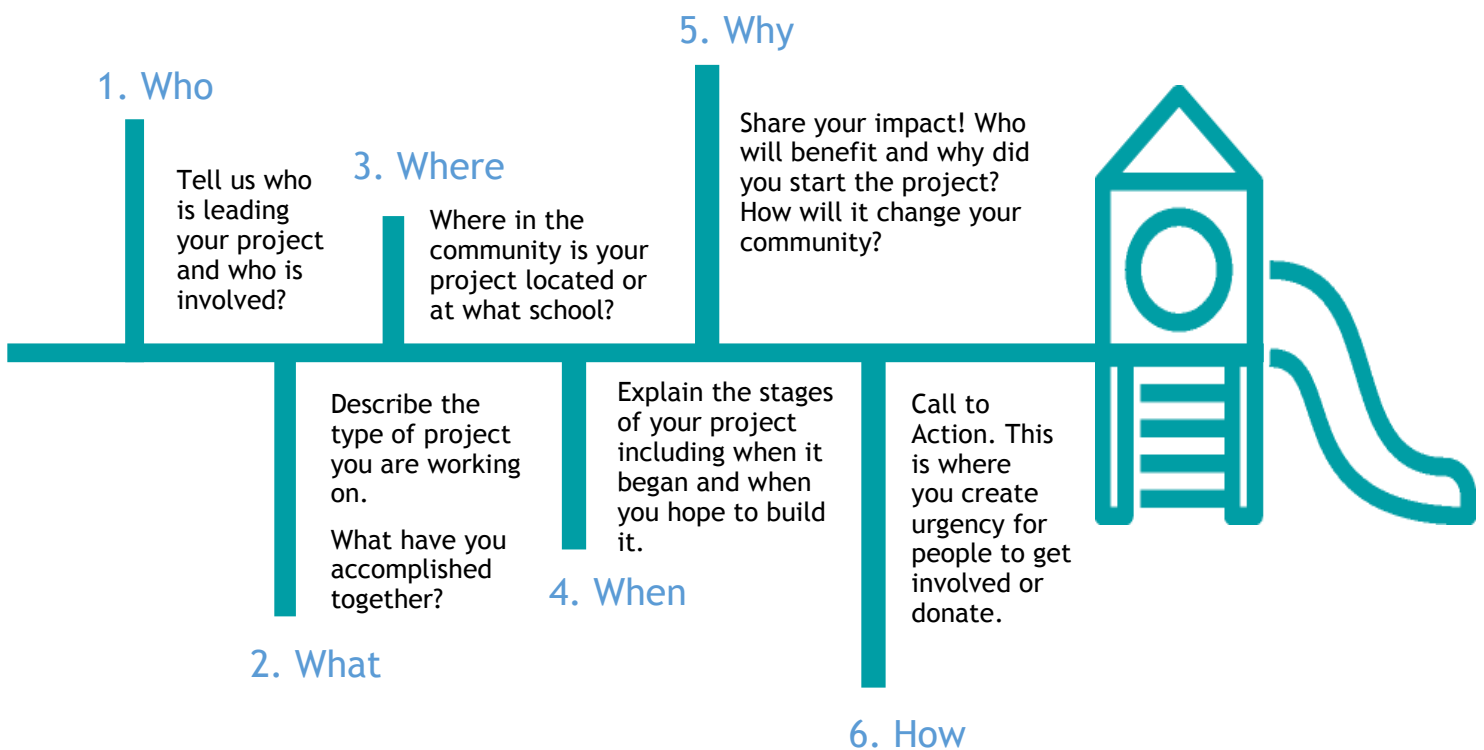




# TELLING YOUR PROJECT STORY

## WHY CREATING A STORY IS IMPORTANT TO YOUR PROJECT

Storytelling is a powerful tool that can be used to attract and motivate donors. A great story will inspire someone to take action because suddenly the cause is more than just an idea –it's a real situation affecting real people. Help create an emotional connection with your residents and donors. Emotion is a strong motivator to encourage people to not only donate but to become active in your project.



## Where to tell your story:

- Social Media! Create engaging posts and a project hashtag!
- Consider making a project website
- Blog stories for a community newsletter
- Promotional videos
- Donor request letters and project Thank-you's

**DON'T FORGET TO TAG US ON SOCIAL MEDIA!**



@ParksFdnCalgary



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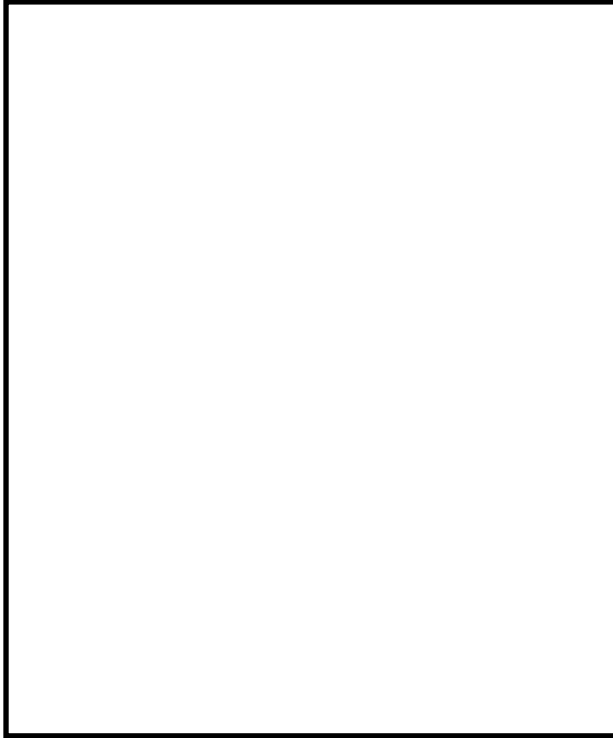


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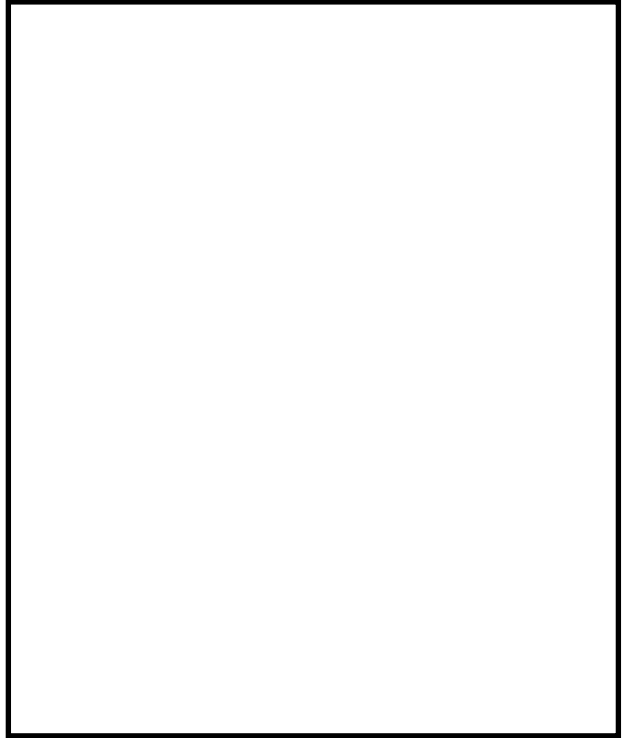


# Create Your Story Outline

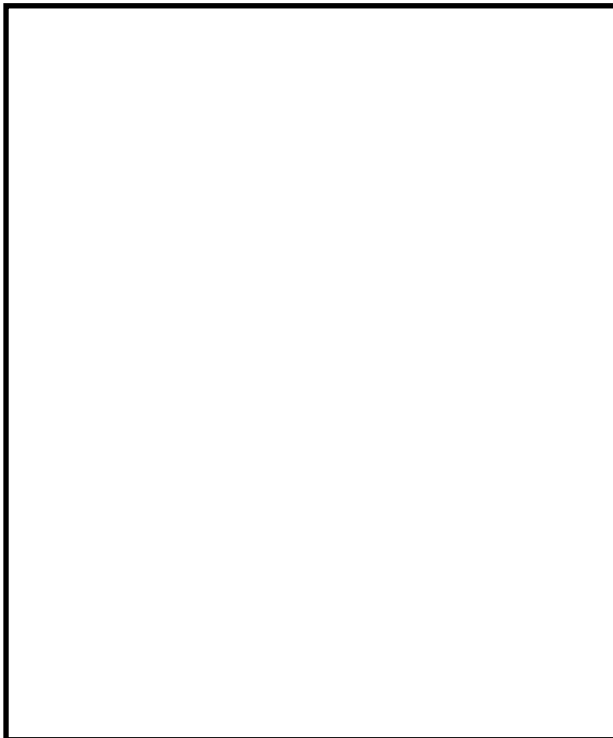
WHO IS INVOLVED IN YOUR PROJECT?



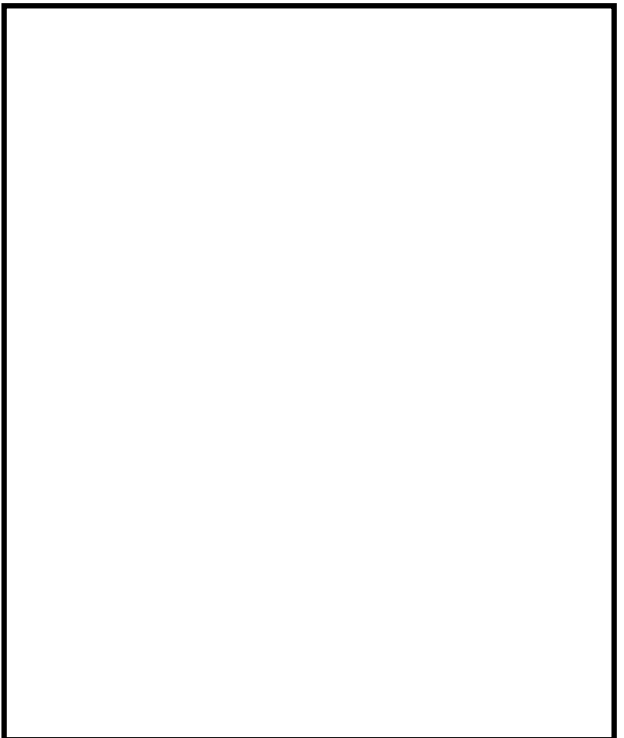
WHAT TYPE OF PROJECT ARE YOU CREATING?



WHERE WILL YOUR PROJECT BE LOCATED?



WHEN WILL YOUR PROJECT STAGES OCCUR?



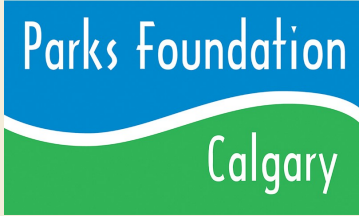
# Create Your Story Outline

WHY IS YOUR PROJECT IMPORTANT?

HOW CAN PEOPLE TAKE ACTION?

ANY ADDITIONAL NOTES OR IMPORTANT ASPECTS OF YOUR PROJECT.





# CREATING PARTNERSHIPS THROUGH PARKS



## Additional Resources



I would like to make a donation in support of **PARKS FOUNDATION CALGARY**  
to the following project(s):

- Rotary / Mattamy Greenway
- Building Communities Program
- Project Name \_\_\_\_\_
- Donation to Operating

**Contact Information:**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone (H): \_\_\_\_\_ (W): \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Payment Information:**

- I would like to make this a one-time donation     Please charge to my credit card
- My cheque is enclosed    Donation Amount: \$ \_\_\_\_\_
- I would like to pay my gift in:     Monthly     Quarterly     Annual installments of \$ \_\_\_\_\_
- Credit card type:    Visa     MasterCard     Card Expiry: \_\_\_\_\_ (MM/YY)
- Card Number: \_\_\_\_\_
- Signature: \_\_\_\_\_

*Parks Foundation Calgary issues tax receipts as an agent for  
The City of Calgary for donations over \$100*

- Yes**, I would like to receive Parks Foundation Calgary's Quarterly Newsletter e-mailed to me
- No**, I would not like to receive Parks Foundation Calgary's Quarterly Newsletter

DATE

To whom it may concern:

**Re: <Community> Project**

The community of <xx> is building a new < describe community park project>> located at <address>. This project is in partnership with Parks Foundation Calgary, <X community/school>, and the <Project Committee>. <explain current state of playground and need for upgrade>.

Building a new community space on this site will enhance community involvement and provide a safe place for children and families to be physically active and feel a sense of belonging.

This project has an estimated cost of <\$\$cost>. The <Project committee> is seeking the financial support and partnership of local businesses to make this project a reality. With your support you will help us get one step closer to our goals while investing in the health and wellness of your community. Any support or donation you can provide would be greatly appreciated.

The project currently has the support of Parks Foundation Calgary and <list other supporters>. There are multiple ways to contribute to this project including:

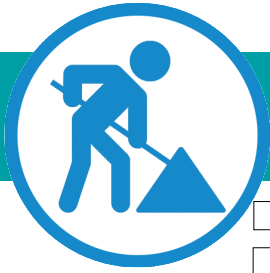
1. Contact <community contact / email or phone number>
2. **Make an Online donation** at Parks Foundation Calgary, <https://www.parksfdn.com/donate-now>. Select “project name” from Drop down menu.
3. Issue a donation cheque payable to “Parks Foundation Calgary”, accompanied by a donation sheet.

Thank you for your consideration and investing in this worthwhile initiative. We look forward to hearing from you.

Warm Regards,

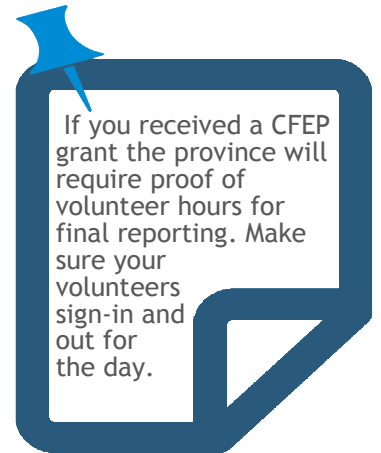
Community Contact  
Playground Committee

# PLAYGROUND BUILD DAY CHECKLIST



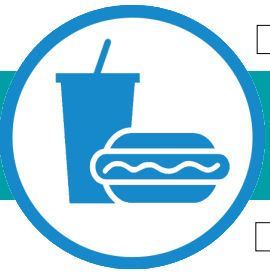
## ONSITE MATERIALS

- Festival/canvas tent(s) for rain/shade
- Tables for sign-in, food, and other needs
- Bug spray, sunscreen, wet wipes, hand sanitizer
- Recycling and garbage containers
- Porta Potty if no building available
- Parks Foundation sign or feather flags
- First Aid kit



## VOLUNTEERS

- Volunteers to set up and take down; take away garbage
- Playground build volunteers—Parks Foundation Calgary can help!
- Volunteer sign in sheets, photo consent and waivers
- Volunteer Safety Orientation—generally provided by playground supplier
- Safety gear—gloves, reflective vests, protective eye wear. \*NOTE not required but a good options if volunteers want them
- Other (i.e. T-shirts, tools). Check with your supplier for other needs



## FOOD & REFRESHMENTS

- Water, Coffee and Refreshments**  
On a hot day have at least 4 bottles per person. Bottles can be refilled using large jugs to save cost/waste. On cold or rainy days have hot drinks available through out the day.
- Coffee and Snacks**  
Have snacks available in the mornings during sign-in and during mid-morning and afternoon breaks ex. granola bars, muffins, fruit, baked goods .
- Lunch**  
Have napkins, plates, refreshments and a meal available. Consider food allergies but understand you can't cater to everyone.

KEY TO  
SUCCESS

Try approaching local businesses or grocery stores to donate food, coffee, or drinks for the day. Ask residents to make some baked goods.

TAG US ON SOCIAL MEDIA!



@ParksFdnCalgary | ParksFdnCalgary | ParksFoundationCalgary

Parks Foundation  
Calgary



# VOLUNTEER - TEAM BUILDING OPPORTUNITY PLAYGROUND BUILD

PROJECT: \_\_\_\_\_

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## PROJECT INFORMATION

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### DATE AND TIME:

Date:

Hours: <TIME>

We may finish earlier depending on how quickly things move along.

### PROJECT ADDRESS:

CORPORATE GROUP: <NAME AND # OF VOLUNTEERS>

Contact:

### CONTACTS:

Parks Foundation Calgary: Sara Stepa, Work: 403-974-0747; Cell: 403-650-0779

Volunteer Group Leader:

Supplier:

<<INSERT PHOTO OF PLAYGROUND>>







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## VOLUNTEER INFORMATION

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### Food

Lunch, snacks and drinks will be provided for all volunteers. For those that have severe allergies or dietary restrictions it is highly recommended that you bring your own food.

### Clothing/Attire

Please dress for the weather. There is a possibility of working in the rain or cold so dressing in layers and bringing rain gear is highly recommended.

Bring work gloves and wear work boots or running shoes. Work boots are required if it is a company safety policy. No open toe sandals please.

### Safety

There will be a safety orientation from the onsite contractor prior to the playground installation. *It is recommended that your company conducts a safety orientation that is in line with their company's safety policies if this is a requirement.*

If there are specific corporate safety equipment, it is suggested the company's standard Personal Protective Equipment be brought to the work site or provided to volunteers before arrival.

If the volunteer feels uncomfortable doing any task, it is encouraged that the volunteer ask for assistance or let the supervisor know that they would like to be assigned a different task.

### Weather

A playground build is postponed **only** in cases of severe weather or if the site is in poor condition and this is a decision made by the playground supplier. We ask for all volunteers to still meet on site regardless of weather conditions. As long as the site is workable and safe the build will proceed.

### What your role might be

- Unloading equipment from truck
- Unpacking the equipment
- Leveling holes and prepping site
- Equipment assembly
- Use of power tools such as drills
- Site clean up



# Parks Foundation Calgary Sign in Sheet



PROJECT: \_\_\_\_\_

BUILD DATE: \_\_\_\_\_

**\*\*Volunteer Hours valued at \$20/hour**

## PHOTO CONSENT

Will grant Parks Foundation Calgary (“PFC”) the right to reproduce, use, exhibit, display, broadcast, distribute and create derivative works of the photographed images of me, for use in connection with the activities of PFC or for promotion, publicizing or explain the PFC or its activities.

I understand these photographs and images may be published, without limitation, in newsletters, Annual Reports, and PR/promotional materials such as marketing publications, advertisements, fundraising materials, and any other PFC-related publication.

Name	Sign-In Time	Sign-out Time	Hours Worked	Photo Consent (Y/N)	Signature

By signing this sheet, I confirm that the supervisor has led a safety meeting at the start of the volunteer shift, including a site orientation, and a hazards briefing. I understand and acknowledge the risks involved in volunteering on this site.

