

# Friends of RDCO Regional Parks Capacity Building Grant Application



Applications are due by April 15<sup>th</sup> annually. Submit to [parks@rdco.com](mailto:parks@rdco.com).

The Friends of RDCO Regional Parks Capacity Building Grant is an annual funding opportunity supported through the RDCO Regional Parks service program to assist 'Friends' groups' endeavors that enhance RDCO Regional Parks and Regional Parks programs. 'Friends' groups may apply for funding to cover or partially cover the costs of projects, programs, events, equipment, or park supplies. Upon approval, RDCO Regional Parks will grant 'Friends' groups funding of up to \$2,000, which must be matched by the 'Friends' groups with either matching funds or in-kind volunteer hours.

Please provide all information requested below. You may attach additional sheets and/or materials to support your request. If you need additional space to answer questions, a blank sheet is included at the end or include another document with your final submission.

## 1. Applicant Information

Name of Friends Group: \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## 2. 'Friends' grant funding request.

Applicants may request up to a maximum of \$2,000 per year. Amount requested: \$ \_\_\_\_\_

## 3. Project Description

Provide a title and a description of the project, program, event, equipment, supplies, etc. for which the 'Friends' group will use 'Friends' grant funding. The description should include the objective(s) of the project, a detailed explanation of the proposed project, including drawings or mock-ups as applicable, project timeline, or other relevant information. Provide as much detail as you can to help evaluators clearly understand your project. Funding cannot be used for previously completed projects.

**4. Public Benefits**

Explain why your project is important for the public. How does your project fill a need for the public? Who will benefit from your project? Include target demographics or groups if applicable. Are there opportunities for other 'Friends' groups to benefit from your project?

**5. Park Benefits**

Explain how your project will improve the Regional Park. How does your project fill a need for the Regional Park? These benefits may be enhanced park experience for visitors, improved habitats for native flora and fauna, or continued care and upkeep of park infrastructure. Are there opportunities for other Regional Parks to benefit from your project?

## 6. Budget

- a. Fill out the table below and provide details of the project's budget, specification of materials/services proposed for purchase, and the associated costs. 'Friends' grant funds cannot be used for administrative costs. Please include all costs for the project, not just those covered by the 'Friends' grant.

Materials/services/equipment/rentals	Cost
<b>Total</b>	\$

- b. Does your requested amount (up to \$2,000) cover the total cost of the project, equipment, event, program, etc.? If no, do you currently have appropriate funding to cover the rest of the cost? Please outline additional funds to be used as part of matching requirement in Section 7.

## 7. Matching

How will you match the 'Friends' grant funding? Identify matching funds or in-kind volunteer hours below.

\_\_\_\_ Cash funds (i.e. donations to 'Friends' groups, other grant funding as listed in #6. Budget)

\_\_\_\_ In-kind services (i.e. volunteer hours)

To calculate the number of volunteer hours needed to match the 'Friends' grant funding, divide the total amount of funding requested by the value of volunteer time per hour (\$25). If \$2,000 is requested, then the total number of volunteer hours needed to match the funding is 80 hours.

Matching Formula:

\$\_\_\_\_\_/ \$25 = \_\_\_\_\_ hours of volunteer hours to match the funding request

Please identify key volunteer tasks that will be completed as part of the in-kind contribution with an estimate of hours required for each task.

## 8. Evaluation & Report

How will you determine if the project has been a success? What measures will define a successful project? A report will be requested outlining expenditures and results on these identified measures.

**Thank you for submitting a 'Friends' grant application! Regional Parks staff will be in contact with you.**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Regional Parks Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**Additional space to answer questions if needed.**

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