

2010 Innovator Award Guidelines

The Innovator Awards fund improvements to parks, recreation centers, and open spaces that will encourage programming and usage of these spaces. Awards are made to groups or neighborhood organizations, not individuals.

Your proposal should demonstrate how you intend to:

- 1) use the funds to foster community involvement and promote access to our city's parks, recreation centers or open spaces
- 2) improve park, garden or recreational programming in a sustainable way
- 3) include a 100% community matching component of either cash or in-kind goods or services, including volunteer hours (to be calculated from the time the grant is received).

Your application will be evaluated on the following criteria:

- How strong is the need for this project? Is this a community that has a shortage of open space, programming, or financial resources?
- Do you have the community support and plan in place to be likely to accomplish your goals?
- Is your budget detailed and realistic? Are your numbers real estimates based on research that you have done and/or bids that you have obtained.
- If other funding is needed to implement the project, do you have a realistic plan for obtaining that funding?
- How strong is your community support? Do you have names and specific commitments of time, money, or services?
- Do you have all of the necessary permissions and stakeholder involvement necessary to complete your project, i.e. has the city agency who owns the land granted permission and approved all plans and designs as needed?

Budget

Your budget should list each separate item for which you are requesting funds with the corresponding cost. In the community match column you should list the dollar amount that your match is worth. In the third column please explain if the match is with money, donated items, or volunteer time. Volunteer hours are worth \$15 per hour. Awards do not cover costs incurred prior to signing the SFPT award agreement.

Authorizations

You must have approval of the appropriate local government agency. If your project is in Recreation and Park Department jurisdiction, you must have approval from your NSA Manager. A list of NSA Managers and their contact information can be found at http://www.sfgov.org/site/recpark_index.asp?id=1507. If your project is in Department of Public Works jurisdiction, visit the DPW website to find the appropriate authority. Please enclose with your application a letter or email from the appropriate authority indicating that you have permission to execute the project. The letter must refer specifically to the project described in your application. Alternatively, you can obtain a signature at the bottom of the application form. If you need help finding the appropriate person or have questions about what constitutes permission, please call 415-750-5442.

Our areas of interest include:

- Making physical improvements to Parks and Rec Centers
- Purchasing supplies and equipment needed for recreational programming
- Supporting educational programming in public outdoor spaces, including youth, nature, and environmental education programming
- Assisting with creating gardens and permeable landscape on unused public land and rights of way

Apply

Applications are due on September 10, 2010.

Decisions will be announced in October. Funds awarded must be expended one year from award date. Grants are not available for operating expenses or public relations. Applications will not be accepted without the permission of the local governing agency.

For more information or assistance on the Innovator Awards, please call 750-5442.

Innovator Awards

**PROPOSAL FORM
DEADLINE: AUGUST 2, 2010**



SAN FRANCISCO
PARKS TRUST

Please read the guidelines before completing this form.

Date Submitted: _____

Name of Group _____ Contact person: _____

Name of fiscal sponsor (if applicable) _____

Name and location of park, open space, or facility: _____

Contact Address: _____ ZIP Code _____

Daytime Phone: _____ Email: _____

Please describe your proposed project including the goals, outcomes, and how you will measure the success of the proposed project. Please describe a 5 year maintenance plan for your project.

Please describe your organization and its mission. Include the age of your organization and any notable accomplishments.

Who will be involved in completing the project? Be as specific as possible.

Please describe any community support for your project (neighborhood organizations, agencies, businesses.) Describe the level of support, ie. your neighbors like the idea, or they have pledged specific assistance.

Describe the amount of time needed to complete the project. Please explain what you will accomplish each month until the project is complete.

Describe the matching contribution from your community. Please provide the names and number of hours for each volunteer who has committed to the project. Please specify names of individuals or organizations that have pledged a commitment of services, supplies, or money and describe that commitment.

Summarize the project budget below. List each item **separately**.

Item	Amount requested	Match	Explanation of match
TOTAL			

Signature of approval by local governing authority _____ Date _____

Printed Name _____ Title _____

Return to: San Francisco Parks Trust
 Innovator Awards
 501 Stanyan Street
 San Francisco, CA 94117

By Email: maria@sfpt.org
 By Fax: 415-221-5996