

## Applying for Grants for Work on Park's Property

Are you interested in finding additional resources to enhance your Parks restoration site? This guide is here to help you navigate through applying for grants to work on Park's property. As the landowner of the property you are working on, we carry liability and responsibility for any work that happens on these lands. Because of this, we have to be involved with the grant process.

Working together, we can help you create competitive grant applications and ultimately more successful restoration projects. The Green Seattle Partnership relies on this type of leveraging of Parks funds to be successful. Thank you in advance for your efforts.

### What is the process for applying for a grant?

Below is a checklist of questions and things to consider *before* applying for a grant:

#### Project:

- The grant must meet the needs of the Green Seattle Partnership, the Trails Program and/or the Parks Department. It should support some type of project. Is it a forest restoration project? Is the site volunteer-friendly and/or does it require a professional crew to complete the work?
- All grants should be reviewed by Parks. Often grants can be used to fund/purchase a variety of services and materials, such as EarthCorps-facilitated volunteer events, trees, hospitality supplies for volunteer events, or Jobboxes and tools.
- Is the project site in a Critical Area (e.g. steep and/or wet)? Does the project require herbicide, power equipment or professional crews for restoration work (non-volunteer event)? If *YES*, then you will require some crew support and a deeper involvement from Park's staff.

#### Site visit or meeting:

- Have you recently met with Park's staff to develop an approved workplan or volunteer agreement?
- Is the project you are seeking funding for part of that workplan? If *NO*, you should contact Park's staff to see if the plan should be revisited.

#### Budget:

- Have you developed a budget that covers all the costs for the project?
- Remember many grants also require equivalent in-kind, community or monetary resources to "match" their investment. You can generally commit to match with volunteer time, cash or services provided by a project partner. In some cases, Parks staff and resources can be counted as match; this needs to be confirmed with Parks staff. With some grant opportunities, governmental bodies cannot be reimbursed for time. By coordinating with Parks staff early and throughout your grant process, we may be able to provide match to make your proposal more competitive. Get your letters of commitment early in the process.
- Necessary City staff time to help coordinate your project should be included in your project budget. Projects will be assessed on a project-by-project basis and will be evaluated based on level of planning and coordination and contractor involvement.
- Do you need a **fiscal sponsor**? If you are applying for large grant, you probably need one. A fiscal sponsor offers their legal and tax-exempt status to groups carrying out activities, most often related to their mission. The arrangement typically involves a fee in exchange for providing services such as:

payroll, employee benefits, office space, publicity, fundraising assistance, training services, and other administrative activities.

- As an example, the [Seattle Parks Foundation](#) acts as a fiscal sponsor for non-government grants. At this time, there is an 8% fee associated with services.
- Seattle Parks and Recreation acts as a fiscal sponsor for eligible government grants. There is a small percentage associated with services.
- If your project requires technical review or crew support from Park's staff, we require Park's staff time and related expenses to be included in the budget for the proposal.

#### **Review:**

- Read grant application materials and guidelines thoroughly and early, and create proposal and budget that fits the grantor's guidelines and conforms to the best management practices outlined in the GSP Forest Steward Field Guide.
- Submit the proposal for Park's review *early* (length of review period will vary based on the process laid out in the grant or time needed to gather comments from various responsible parties).

#### **Resources:**

- There are some resources available from Green Seattle Partnership to help support you in drafting the application. Showing your project is part of a city-wide effort can be to your advantage:
  - [GSP 20-Year Strategic Plan](http://greenseattle.org/20-year-strategic-plan) - <http://greenseattle.org/20-year-strategic-plan>
  - [GSP Marketing Tools](http://greenseattle.org/online-marketing-tools) - <http://greenseattle.org/online-marketing-tools>
  - [GSP Forest Steward Field Guide](http://greenseattle.org/forest-steward-resources-1/forest-steward-field-guide) - <http://greenseattle.org/forest-steward-resources-1/forest-steward-field-guide>
- The State offers several free grant writing classes.

#### **Where can I learn more about grant opportunities?**

In past years, we have seen community groups successfully apply and receive funding from City of Seattle such as the Parks and Green Spaces Levy Opportunity Fund, and Department of Neighborhoods grants (Small and Simple, Matching Fund). County, State, and a variety of private grants and foundation grants such as REI are also available. For more information visit:

- King Conservation District - [http://www.kingcd.org/pro\\_gra.htm](http://www.kingcd.org/pro_gra.htm)
- National Fish and Wildlife Foundation: <http://www.nfwf.org/whatwedo/grants/Pages/home.aspx>
- Department of Neighborhoods ([Small and Simple](#), [Matching Fund](#))