



Infrastructure Fund

INFRASTRUCTURE FUND: BUILDING PARKS AND PLAYGROUNDS

It is the intent of the Stewardship Council to invest in community parks and infrastructure in our underserved communities. In 2006, the Stewardship Council awarded approximately 60% of grants for programs and 40% for park infrastructure projects. In 2007, the Stewardship Council intends to target 50% of grant funds to improving community park infrastructure in underserved communities. To this end, we have made significant enhancements to our infrastructure grant funding. These include: the creation of a separate round of funding for infrastructure grants with targeted outreach to underserved communities; one round of applications for the Infrastructure Fund, where applicants may request up to \$200,000 and may ask for distribution of grant awards over a two-year period; the creation of a separate External Advisory Panel (EAP) specifically for Infrastructure grants, and; an increase in the review period of infrastructure applications to enable a more complete vetting of proposals. Infrastructure projects may target children and youth.

These improvements are intended to result in a higher number and quality of applications for the Infrastructure Fund.

Please note that we will not be using a Letter of Inquiry (LOI) for this round of funding.

Infrastructure Fund Grant Timeline

January 8th: Request for Proposals Released

Early May-June 1st: Application Available Online

June 1st: Full Proposal Due

End of November: Awards Announced



ELIGIBILITY QUIZ

The Stewardship Council has a targeted scope of giving. In order to be considered for a grant, your organization must be able to answer “yes” to the questions below.

1. Do your programs serve youth within the geographic scope of the Stewardship Council in Northern and Central California?

Please review the Population Density map on our research and materials page of our website: http://www.stewardshipcouncil.org/youth_investment/research_and_background_material.htm
Our geographic area is highlighted on this map.

2. Are you: 1. a federally and California exempt organization under IRC Sec 501(C)(3)? 2. a public agency, school district, or a federally recognized tribe? 3. a fiscally sponsored project of an exempt organization?

3. If you are applying for an Impact, Collaboration or Infrastructure Grant, has your organization been in operation for at least one full calendar year? (This criteria does not apply if you are applying for a Catalyst Grant.)

If you answered “Yes” to all of the above you meet the minimum criteria for applying for a grant.

Please read through the rest of the application. We recommend filling out your answers in a text document and then cutting and pasting your responses into our online application.



2007 GRANT APPLICATIONS

Applications for grants with the Stewardship Council will be filed online. We will not accept hard copy applications or documentation. You will be able to file an application by clicking on the appropriate link on our website at <http://www.stewardshipcouncil.org/> during the application period for each grant round.

The RFPs for all 2007 grant rounds have been posted on the Stewardship Council website. Online applications will be accepted for a 3-4 week period prior to the due date. Further information and dates will be available on our website.

In 2007, we will accept applications from organizations that received funding from us in the 2006 grant rounds.

Online applications work a bit differently than other systems. Before you begin filling out our online application, we recommend that you familiarize yourself with the process outlined below.

Review the Request for Proposals (RFP)

We recommend that you review the entire RFP prior to starting the online application. This will allow you to think through your application and to gather the documents you will need.

We suggest you first draft your answers to the questions in a text document. This will allow you to double check your spelling, grammar, syntax and word count. Once it meets your approval, you can cut and paste your answer into the appropriate section of the online application.

Electronic Documents and Files

Your entire application must be submitted electronically and uploaded to our website. We will NOT accept any hard copy documents. (**Financials:** if you have an audit and you do not have an electronic copy, you should request an electronic copy from your auditor.) If you do not submit your application and attachments online, your proposal will not be reviewed. Please contact us if you have questions about this requirement.

990s and GuideStar

We will review your 990 tax form online through the Guidestar website. Guidestar is a free website that stores and tracks exempt 501(c)3's financial data. Guidestar does not automatically update your organization's information, so please double check that your most recent 990s are posted. To learn more about Guidestar, please go to <http://www.guidestar.org>.

If you are an organization that does not file a 990 (such as a school district or government agency), you should submit a note stating such. If your organization does not file a 990, please upload appropriate financials to demonstrate your organization's fiscal health.

INFRASTRUCTURE PROJECT INFORMATION

Starting in 2007, the Stewardship Council will consider requests for two-year grants. Funding for multiple year grants will be targeted to approximately 20% to 25% of our total awards. The second year of funding is contingent of successful completion of the first year award. Applicants who apply for a multiple year grant may still be awarded a one year grant.

Please note that grant awards will not be made for more than 50% of a given project.

Please indicate if you are applying for a one-year grant or a two-year grant

1. Project Title:
2. Total Grant Request: Please note that grant size should be between \$10,000 - \$200,000 *per year* (not to exceed \$200,000 total over two years).
3. If you are requesting a two-year grant, please describe why two years of funding is needed for this project (100 words).
4. Please provide a one to two sentence executive summary (write your “elevator pitch”).
5. The Stewardship Council gives priority to organizations that meet the needs of underserved youth. Describe the community of youth your organization serves and how they fit within this priority (200 words total).
 - a. What is the need(s) you are trying to address?
 - b. How will your proposed project address this need?
6. Describe the specific components of your infrastructure/parks project that you want this funding to support (300 words).
7. How does your infrastructure improvement project fit within the priorities of the Stewardship Council? Explain why your proposed project is important in light of these priorities (200 words).

INFRASTRUCTURE FUND

1. How will targeted children and youth be able to physically access your proposed project, once it is completed? (e.g., is it accessible by public transportation, located near housing or schools, etc) (150 words)
2. Will youth be able to access your proposed project for free (once completed)? If there will be a cost for youth to participate, what will it be?
3. Will any additional services be provided to youth in conjunction with your proposed project (e.g., If your project is to build a pool, will swimming lessons be offered? If the project is to create a new park, are recreational activities planned?)

4. Please provide the timeline for this project. Please include in the timeline of significant milestones and tasks. Please include what has been accomplished to date, where you currently stand, and what is needed for project completion.
5. Have engineering and architectural plans been developed? If so, please upload them. If not, when will they be completed?
6. Has your project experienced any delays to date? If so, please describe.
7. Do you anticipate any potential barriers or challenges to implementing your project successfully? Please describe (150 words).
8. An oft cited complaint about new park infrastructure is that it quickly falls into disrepair. Once completed, what are the long-term maintenance and/or upkeep plans (150 words)?
9. What type of outreach will be done to encourage youth to participate in your proposed project, once it is complete (150 words)?

PARTNERSHIPS AND STAFFING

1. Will you be partnering or collaborating with other organizations to accomplish this project?
2. If so, list and describe your partners and potential partners. Please describe (a) the roles of each organization as they relate to this project; (b) the status of your partnerships (e.g., initial conversations; final stages of negotiation; partnership is in place, etc); (c) how you will work together on this project; and (d) any track record of working together previously. Indicate which organization will manage/oversee this project once it is completed.
3. Please upload copies of signed MOUs if partnerships are in place, or letters of support from potential partner organizations.
4. Describe how partners will provide financial or in-kind support to this project (e.g., funding, financing, supplies, labor, volunteers, etc).
5. Describe how your organization (and partner organizations, if any) is uniquely suited to successfully implement this project (150 words).
6. List key project staff, consultants, and other vendors (e.g., architects), and their roles in this project.



OUTCOMES AND EVALUATION

1. What are the main outcomes you expect from your project? Please be as specific as possible in describing tangible results, but limit your response to 200 words.
2. Do you evaluate your current projects? If yes, please describe how you evaluate them and how you apply information learned through the evaluation. If no, please describe what barriers prevent you from evaluating your efforts, and any specific plans you might have for future evaluation.
3. Long-term, how do you plan to measure your outcome and the success of this project (150 words)?



YOUTH DEMOGRAPHICS

The Stewardship Council is interested in learning as much information as we can about the community your project serves, try to provide responses to these questions. This data also become part of our ongoing research into funding in this field.

1. Total number of youth who you anticipate will benefit from your proposed project, annually (all ages).
2. Total number of youth ages 13-18 (or 7th – 12th grade) who you anticipate will benefit from this project, annually.
3. What is/are the primary city/ies your youth come from?
4. What are the primary counties your youth come from?

If available to your organization, please reply to the following:

5. Ethnic Origin: Please indicate the ethnic groups to be served by this project. (Broken out by percentage.)
6. Gender of youth to be served by this project. (Broken out by percentage)
7. Free or Reduced Price Meals. Indicate percentage of youth eligible

FINANCIAL INFORMATION

Project Financial Information

1. Total Project Budget
2. Please indicate how requested funds will be allocated
 - a. Construction costs: Contractor fees, construction materials and equipment, labor and other costs associated with construction
 - b. Architectural and design costs: Architect and designer fees, blueprints, etc.
 - c. Planning costs
 - d. Other consultants and vendors.
 - e. Other infrastructure costs: Please describe
 - f. Staff: All costs related to staff including salary, benefits, staff stipends, training, and staff travel
 - g. Transportation: Transportation costs related to your program including bus rentals, leases, gas, etc
 - h. Supplies/Equipment: Supplies and equipment needed to complete your project. Do not include gear such as backpacks, tents, rock climbing or biking equipment, etc.
 - i. Gear: Includes Backpacks, Tents, Biking, Climbing, Paddling, Sports Equipment, etc.
 - j. Program. Costs related directly to get youth outside and participating in your project, food, fees, daily rates, etc.
 - k. Office Expenses: Rent, Utilities, Office Supplies, and other costs related to running the office.
 - l. Indirect/Administrative: Fiscal sponsor fees, allocated or indirect organizational costs, etc
 - m. Other Expenses: Please provide an explanation for "other" expenses

3. Total Funds: Please total the funds allocated in the previous 11 questions.
4. Other major funding sources for this project. Please include the company name, the \$ amount requested and the status of your request (Committed, Pending or Received). For example: Company ABC - \$5,000 - Pending
5. Upload Project Budget and Budget Narrative. Please upload a project budget and a budget narrative which explains how the requested funds will be used. For each major line item in the budget, please provide a brief description of how the requested funds will be used. For example, "Preparation and site work: \$25,000 – costs to remove old playground equipment and prep site for installation of new structure."

Organization Financial Information

1. Total Annual Operating Budget. If you are part of a larger organization, please use the operating budget for your department or division
2. Upload Annual Operating Budget. Please upload your annual operating budget. If you are part of a larger organization, please use the budget for your department or division instead.
3. Other major funding sources for your organization (e.g., grants and contracts from foundations, corporations, government agencies, individual donors, etc.). Please include the name of the funding source, the \$ amount requested and the status of your request (Committed, Pending or Received). For example: Company ABC - \$5,000 - Pending
4. Fiscal Year End Date
5. 2 years of Financial Statements (audits preferred). We require two years of financial information.
6. Proof of Commercial Liability Insurance.
7. Please indicate the number of staff:
 - a. Full-Time staff
 - b. Part-Time staff
 - c. Volunteers
8. List of Board of Directors with affiliations