



2011 Infrastructure Fund Request for Proposals

Infrastructure Fund: Building Parks and Playgrounds

The Infrastructure Fund is designed to support efforts to improve community parks and open space to make them more accessible, viable, and safe for children and youth. Proposals will increase and/or greatly improve park infrastructure and will directly result in creating more welcoming environments. These grants are intended to support proposals that have identified park projects that address the lack of outdoor space for underserved children and youth and that will result in long-term infrastructure improvements that encourage park usage. **The Stewardship Council will only consider proposals from organizations that demonstrate that the entire project can be completed within two years of funding.** The Stewardship Council will favor proposals that involve existing facilities and those that create facilities that have broad community impact and are accessible by the target population.

Unlike the Stewardship Council's program grants, Infrastructure Fund grants can be requested for projects addressing the needs of children and youth ages 0–18. The Stewardship Council will target up to \$1,000,000 for the Infrastructure Fund in 2011. Grants of up to \$200,000 each will be awarded during one funding cycle.

TIMELINE

Application Available: June 1, 2011
 Proposal Deadline: July 29, 2011
 Awards Announced: November 2011

2010 STATISTICS

In 2010, the Stewardship Council received 69 Infrastructure Fund proposals, requesting over \$11 million. Infrastructure Fund proposals came from the following geographic regions:

Region	Counties	#	%
Bay Area	Alameda, Contra Costa, Marin, Napa, San Mateo, Santa Clara, Solano, Sonoma	14	20%
San Francisco	San Francisco	3	4%
Sacramento	Sacramento	4	6%
Central Valley: North	Butte, Colusa, Glen, Placer, Shasta, Sutter, Tehama, Yuba, Yolo	8	12%
Central Valley: Central	Fresno, Madera, Merced, San Joaquin, Stanislaus, Yuba	16	23%
Central Valley: South	Kern, Kings, Tulare	7	10%



Mountain	Alpine, Amador, Calaveras, El Dorado, Lassen, Mariposa, Nevada, Plumas, Sierra, Siskiyou, Tuolumne	6	9%
North Coast	Humboldt, Lake, Mendocino, Trinity,	8	12%
South Coast	Monterey, San Benito, San Luis Obispo, Santa Barbara, Santa Cruz	3	4%
Total		69	100%

The Stewardship Council awarded six Infrastructure Fund grants in 2010; the average grant size was \$172,316. 9% of organizations who applied to the 2010 Infrastructure Fund received grants; 50% of those grantee organizations had previously received non-infrastructure grants from the Stewardship Council.

ELIGIBILITY QUIZ*

Prior to beginning the application process, organizations should complete the following quiz to ensure that they are eligible and qualified to receive grant funding from the Stewardship Council.

The Stewardship Council has a targeted scope of giving. In order to be considered for a grant, applicant organizations must answer “yes” to all of the following questions:

1. Is the applicant organization: a federal and California tax-exempt organization under IRS Sec 501(c)(3); a public agency, school district, or federally recognized tribe; or a fiscally-sponsored project of a tax-exempt organization?
2. Has the organization been in operation for at least one full calendar year?
3. Does the proposed project meet one or more of the following Stewardship Council objectives?
 - ◆ Increase the participation of underserved youth in successful outdoor urban and wilderness programs
 - ◆ Improve the cultural relevance of outdoor and park programs to better serve and reflect the diverse youth of California
 - ◆ Make the outdoors a more integral part of youth’s lives to improve their general health and well-being
 - ◆ Improve the infrastructure of community parks and urban open spaces to make them more accessible and welcoming
 - ◆ Support coordinated approaches to helping youth get outdoors and to increase their well-being through partnerships among diverse sectors involved in youth development (e.g., health, environmental justice, mental health, education, and juvenile justice)



4. Does the proposed project benefit youth within the geographic scope of the Stewardship Council in Northern and Central California?

Please review the [Stewardship Council Service Territory](#) on the research and materials page of the Stewardship Council website. Because the Stewardship Council's funding comes from the 2003 settlement between the California Public Utilities Commission and Pacific Gas and Electric (PG&E), grant funds can only be awarded to serve youth that live in the PG&E service area. The Stewardship Council's geographic scope mirrors that of the PG&E service territory. Therefore, if the youth served by the applicant organization have PG&E service in their homes, then the organization is eligible for funding; if not (e.g., if the youth have Southern California Edison utility service), then the organization is not eligible. The organization itself does not need to be located within the PG&E service area, as long as the youth served live within the service area.

5. Can the proposed project be completed within two years of award (by the end of 2013)?

*Unlike the Stewardship Council's program grants, Infrastructure Fund grants can be requested for projects addressing the needs of children and youth ages 0–18.

An organization that answered “yes” to all of the eligibility questions meets the minimum criteria for applying for an Infrastructure Fund grant.

APPLICATION

Please read through the rest of the application. The Stewardship Council recommends that applicants draft proposal responses in the Word template on the [website](#), or in a text document before copying and pasting the responses into the online application form.

Sections I and II of the application are located online and request contact and organization information.

III. PROPOSAL INFORMATION AND GRANT REQUEST

- ◆ Project title.
- ◆ Total requested grant amount. (Infrastructure Fund requests may not exceed \$200,000.)
- ◆ Total project cost. Please indicate the *total* cost to complete and implement the proposed project.

IV. PROJECT DESCRIPTION

- ◆ Type of infrastructure to be built or renovated. (Drop down menu)



- ◆ Please provide a one to two sentence description of the proposed project. This description should clearly and concisely summarize the intent and purpose of the proposed project. (75 words / 600 characters)

- ◆ Please describe the **purpose** of the proposed project. How will this project improve community parks and open space to make them more accessible, viable, and safe for children and youth? (150 words / 1,200 characters)

V. ORGANIZATION CAPACITY

Key Staff

- ◆ List key project staff, consultants, volunteers, and other vendors and their roles. (Upload)

Collaboration and Partnerships

- ◆ Will this project be completed in partnership or collaboration with other organizations (who are not paid vendors or contractors)? If yes, please list and describe confirmed and potential partners. Please describe: (a) the roles of each organization as they relate to this project, particularly how they will contribute to the success of the project; (b) the status of the partnerships (e.g., initial conversations; final stages of negotiation; signed agreements in place, etc); (c) how partners 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. (250 words / 2,000 characters)

- ◆ Please upload copies of signed MOUs if partnerships are in place, or letters of support from potential partner organizations. (Upload)
- ◆ Please describe how partners will provide financial or in-kind support to this project (e.g., funding, financing, supplies, labor, volunteers, etc). (150 words / 1,200 characters)

Cultural Relevance

- ◆ The Stewardship Council gives priority to organizations that demonstrate understanding and commitment to addressing cultural needs within the communities in which the youth participants reside. Please describe the steps the organization has taken through both programs and operations to be more responsive to the diverse cultural context and needs within these communities. Responses may address (but are not limited to): staff and board



representation from the community, professional development, youth empowerment and development models, and outreach efforts. (250 words / 2,000 characters)

VI. OUTCOMES AND EVALUATION

- ◆ What are the primary *community* outcomes expected from the proposed project? How will these outcomes be achieved? Please be as specific as possible in describing expected outcomes. (200 words / 1,600 characters)

VII. DEMOGRAPHIC INFORMATION

Population Served

- ◆ The Stewardship Council gives priority to projects that target underserved youth, as defined within the context of the applicant organization's service area. Please describe the specific group(s) that will benefit from this proposal and how they fit within this priority. (This might include demographic characteristics, economic conditions, changes or trends in the community, challenges and strengths of the target population, gaps in outdoor experiences for youth, etc.) Responses should explain the specific need of the group(s) (within the context of the barriers the youth face in connecting to the outdoors) and how the proposed project addresses this specific need. (200 words / 1,600 characters)

- ◆ Please indicate the total number of children and youth (ages 0–18) that are expected to benefit from this project. This should be a realistic estimate of the number of children and youth that will access the infrastructure project, not the total population of the city or county.
- ◆ Please explain the calculations or factors that were used to estimate the number of children and youth that are expected to benefit from this project. (E.g., the proposed project is a regional park, and approximately 300 children visit the park each year; a community survey revealed that many local families do not use the park because of the lack of safe and accessible equipment; the survey also found that 50% of respondents who do not currently use the park would use the park following the proposed improvements.) Responses should clearly demonstrate the logic used to estimate the number of children and youth that will benefit. (150 words / 1,200 characters)

- ◆ What is/are the primary city/ies served by this project?

- ◆ What is/are the primary county/ies served by this project?
- ◆ Please estimate the **number** of youth who will be served by this project, by race/ethnicity.

Race/Ethnicity	Number
Alaska Native or American Indian	
Asian	
Black/African-American	
Hispanic/Latino	
Native Hawaiian or other Pacific Islander	
White	
Multi-racial	
Other – describe:	
Unknown	
Total (<i>this should be the same as the answer in Q5</i>)	

- ◆ Please estimate the **number** of youth who will be served by this project, by gender.

Gender	Number
Male	
Female	
Total (<i>this should be the same as the answer in Q5</i>)	

- ◆ Please indicate the **percentage** of youth served that are eligible for free or reduced price meals.

Project Staff

- ◆ Please indicate the total **number** of full-time equivalent (FTE) staff employed for this project. For example, two half-time staff would equal 1 FTE. Do not include volunteers.

VIII. FINANCIAL INFORMATION

Proposed Project Financial Information

- ◆ Please describe the specific elements of the proposed project that will be supported by Stewardship Council Infrastructure grant funds. (75 words / 600 characters)

- ◆ Project budget and budget narrative. (Upload)



Please upload a project budget and a budget narrative. **For each major line item in the budget for which Stewardship Council funds will be allocated, please provide a brief description of how the requested funds will be used.** Please show the entire budget for the project in addition to specific budget items that will be supported by Stewardship Council Infrastructure funds. Budgets should not include program related expenses.

See the Stewardship Council [website](#) for examples. For example:

Expenditure	Total Cost	Stewardship Council Request	Other Funding Sources	Narrative
Site Preparation	\$10,000	\$5,000	\$5,000	Cost of rough grading, base preparation and drainage
Trail Construction	\$40,000	\$20,000	\$20,000	Trail costs include materials, labor, benches at the vista points and railings; total will range from \$3.95-\$5.15 per sq. ft. depending on trail engineering
Design and Engineering Costs	\$20,000	\$10,000	\$10,000	Consultant services for project design, engineering and construction/bid documents
Basketball Court	\$40,000	\$20,000	\$20,000	Construct asphalt basketball court with lighting
Landscaping	\$20,000	\$10,000	\$10,000	\$10 per sq. ft. for landscaping and trees for the areas surrounding the field
Totals	\$130,000	\$65,000	\$65,000	

A note on Administrative/Overhead expenses:

The Stewardship Council asks that applicant organizations limit indirect/overhead expenses to no more than 15% of the total project budget.

Indirect/overhead expenses are costs not directly related to the project, but necessary to run the organization. These costs may include rent; salaries of administrative, fundraising, and executive staff; utilities; mailing supplies; etc. Grantseekers should be careful to separate out direct and indirect costs in their budgets and make sure that budget items are accounted for in only one of the categories.

For more financial information and budget templates please visit the [website](#).

- ◆ Other major funding sources for this project (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 the request (Pending, Committed/Received). For example: Company ABC – \$5,000 – Pending, Fee for Services – \$10,000, XYZ Foundation – \$25,000 – Received.

Organization Financial Information

- ◆ Total annual operating budget amount



- ◆ Please provide a brief description of how the requested funds will be used. (75 words/600 characters)

- ◆
- ◆ Total annual operating budget for the current fiscal year (e.g. 6/30/2011 or 12/31/2011), which includes the program for which you are requesting funding. If the applicant is part of a larger organization, please use the operating budget for the department or division. (Upload)
- ◆ A Statement of Financial Position and Statement of Activities for the most recent fiscal year-end (e.g. 6/30/2010 or 12/31/2010). These documents are also referred to as a Balance Sheet and Income Statement. (Upload)
- ◆ A Statement of Financial Position and Statement of Activities for the previous fiscal year (e.g. 6/30/2009 or 12/31/2009). These documents are also referred to as a Balance Sheet and Income Statement. (Upload)
- ◆ Your most recent 990 that has been submitted to the IRS. (Upload)

Please note: we prefer audited financial statements, but it is more important to have recent information. If you do not have an audit, please send us your unaudited or draft statements.

- ◆ Other major funding sources for the 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 the request (Pending or Committed/Received). For example: Company ABC – \$5,000 – Pending, Fee for Services – \$10,000, XYZ Foundation – \$25,000 – Received.

IX. ADDITIONAL INFRASTRUCTURE PROJECT QUESTIONS

Project Planning

- ◆ Map showing the location of the proposed project within the community. (Upload)
- ◆ How does the location of the project affect the ability of underserved children and youth to regularly utilize and benefit from the proposed project, once it is completed? (e.g., is it accessible by public transportation, located near housing or schools, etc?) Please provide a specific address or cross streets for the project. (150 words / 1,200 characters)

- ◆ Please describe any youth or community input into the development and planning of the proposed project. (150 words / 1,200 characters)

- ◆ Will youth be able to gain entry to the proposed project for free, once it is completed? If there will be a cost for youth to participate, what will it be? (150 words / 1,200 characters)

- ◆ What type of outreach will be done to encourage youth to utilize the proposed project, once it is completed? (150 words / 1,200 characters)

- ◆ Please describe any additional services or programming that will be provided to youth in conjunction with the proposed project (e.g., if the project is to build a pool, will swimming lessons be offered? If the project is to create a new park, are recreational activities planned?) (150 words / 1,200 characters)

- ◆ Timeline for the project, including significant milestones and tasks. Please include what has been accomplished to date, where the project currently stands, and what steps are still needed to achieve project completion. (Upload)
- ◆ Have needs assessments, engineering and architectural plans/blueprints been developed? If so, please upload them and enter “n/a” in the field below. (Upload)
- ◆ If not, please explain why not and when they will be completed. (150 words / 1,200 characters)

- ◆ Has the project experienced any delays to date? If so, please describe. (150 words / 1,200 characters)

- ◆ Are there any likely or potential barriers/challenges to implementing the project successfully and/or completing it on time? Please describe any anticipated barriers/challenges. (150 words / 1,200 characters)

- ◆ Once completed, what are the long-term maintenance and/or upkeep plans for the project? Who will complete the maintenance? How much will it cost, and who will provide the funds? (200 words / 1,600 characters)



X. OTHER MATERIALS

Applicant organizations may upload one .pdf document with materials and/or photos of the proposed project. The .pdf may not be larger than 4mb in size.

PROCESS QUESTION

- ◆ How long did it take to complete this application?
 - less than 4 hours
 - 4–8 hours
 - 9–16 hours
 - 17–24 hours
 - more than 24 hours