



Mini-Grant Program

The Phoenix Parks Foundation Mini-Grant program provides a method for rewarding the dedication and community involvement of Phoenix Parks and Recreation Department (PRD) employees in the development and care of our parks and preserves as well as enhancing our community parks through citizen and nonprofit suggestions.

The intent of the program is to provide small amounts of seed money for small scale community park improvements or innovations developed by in-line staff in PRD. Applications are submitted directly by PRD employees, City of Phoenix residents and/or community non-profits whom serve a City of Phoenix park or facility. Proposals may include projects suggested by park users, identified through interaction with fellow City of Phoenix employees, individual experiences or those developed exclusively by the individual PRD applicant. All projects must meet PRD approval prior to being officially granted.

These funds are available for materials, supplies, contractors and other assistance. Mini-grants are reviewed and selected by the Phoenix Parks Foundation for final approval and authorization of funds. The intent of the Mini-Grant program is to assist the development of small projects; therefore, the maximum amount for individual grants should not exceed \$2,500. A minimum of \$12,500 will be granted for FY 2018.

Examples of previously submitted proposals include additional trees along Central Ave horse/walk trail, basketball summer camp, an ADA pool lift at Washington Park, camping equipment for Adaptive Recreation Services, new computers for Eastlake Park Community Center, and a youth activity scholarship at Desert West Community Center.

Thank you in advance for your time and efforts to better our community and to assist the City of Phoenix Parks and Recreation Department. To be considered for the mini-grant program, all applications must be received by December 31, 2017. If you have any questions or to submit your application, please send to info@phxparksfoundation.org. For more information, visit www.phxparksfoundation.org.



Date: _____

Category:

City of Phoenix Resident

PRD Staff

Non-Profit

Primary Contact:

Phoenix Parks and Recreation Department Contact Person (If Applicable):

Non-Profit Organization/Facility or Park served (If Applicable):

Work Phone: _____

E-Mail Address: _____

Park/Facility to be served: _____

Location: _____

Past Recipient of PPF Proposal Yes No

Please Describe Past Project (If applicable):

General Guidelines. *(See Attachment B for additional requirements):*

1. Project proposals should meet an unmet need.
2. Project proposals should not supplement an existing PRD program.
3. Project proposals should be limited to \$2,500.00
4. Project proposals should demonstrate creativity.
5. Proposals may be submitted between October 1 – December 31, 2017.
6. Late project proposals received after December 31, 2017 cannot be accepted.
7. If project exceeds the maximum \$2500 award, information must be provided on additional funding available to complete the project.



Brief Project Description:

Please provide the proposed start and completion dates for your proposal:

Please describe the benefits to the community of your proposal:



Please describe the target group to be served by your proposal:

Please include price quotes and detailed specifications for your project.

Is there other public or private funding available for this project? If so, please provide detail.

How will the Phoenix Parks Foundation grant, name or logo be recognized?

Please return applications to Layla Ressler, Executive Director, Phoenix Parks Foundation at info@phxparksfoundation.org or 2700 N. 15th Avenue, Phoenix, AZ 85007.



ATTACHMENT B

Phoenix Parks Foundation Mini-Proposal Program Criteria.

1. All proposals will need to include complete back-up information including price quotes/specifications attached to the Mini-Grant Requests forms for review purposes.
2. Mini-Grants are intended to be as one-time basis only for all projects.
3. All projects should be highly visible to the public and should be completed within nine months of the Mini-Grant Award.
4. The Phoenix Parks Foundation logo should be prominently displayed.
5. The majority of the Mini-Grants will have an emphasis on development/enhancement projects.
6. The Foundation will provide seed money for a limited number of creative programs on a one-time basis only.
7. The project should attain a high level of benefit to the community.

Proposals will be considered by the Phoenix Parks Foundation Board of Directors in February of 2018 with award announcements made in April/May, 2018.