



## New Partner Application Coversheet FY2019-2020

**Organization Information:** *Please help us get to know you.*

Organization Name: \_\_\_\_\_

Primary Project Location: (Park name, Garden, etc.) \_\_\_\_\_

Neighborhood: \_\_\_\_\_ Supervisor District: \_\_\_\_\_

Main Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Type of Organization** *Please underline all that apply.*

- Programming
- Long-term Maintenance
- Large Capital (>\$200k)
- Playground
- Small Capital (<\$200k)
- Street Parks
- Gardens
- Urban Agriculture
- Education
- Art

**Please answer the questions on the next page and submit all attachments. Return your completed application to:**

Director of Programs  
San Francisco Parks Alliance  
1663 Mission Street, Suite 320  
San Francisco, CA 94103  
Email: [Amanda@sfparksalliance.org](mailto:Amanda@sfparksalliance.org)  
Phone: 415-801-4159 Fax: 415-703-0889

## **What Happens Next**

The application is reviewed by SFPA staff to determine whether the organization's objectives are consistent with our charitable purposes and mission. Staff may consider the following factors in reviewing applications: internal capacity to meet an applicant's needs, location, community support and engagement, feasibility of budget/project plan and appropriate recommendations from City/County staff. Upon staff approval, SFPA contacts the organization's representative, and sends them the fiscal sponsorship agreement for review and signatures. An in-person orientation will be required before Partner services commence.

**Checklist** - The following items must be included:

- Completed Questionnaire
- Project description (attached)
- Budget (attached)
- At least three community letters
- Brief biographical information on proposed group leaders
- Letter of support from property owner

## **Partner Application Questionnaire**

Please supply the following information. For assistance please call Amanda Montez Director of Programs at 415-801-4159.

### **Organization: (2,000 character limit for these 3 questions combined)**

- How long has your group been in existence?
- What is the mission of your group, who are its members and what is your proposed group structure (IE: steering committee, advisory board, etc.)?
- Is your proposed project part of an official City plan, renovation, or redevelopment plan?

### **Fundraising Plan: (2,000 character limit for this section)**

- Based on your knowledge of your project, describe who your principle prospects will be (city, corporate sponsorship, individuals, grants) and how much money you will be requesting from each source.

### **Outreach: (2,000 character limit for this section)**

- Please describe your community outreach for your proposed project. (How many meetings have you held? How did you publicize those meetings? How many attendees did you have? What feedback did you receive?)

### **Biographical Information of Leaders: (2,000 character limit for this section)**

- Please include biographical information on each of the proposed group leaders, including that person's role in the project (i.e. Project Manager, Fundraising Chair, etc). Include information on similar projects completed, experience with managing budgets, volunteers, public projects, and any other relevant qualifications.

### **Letter of Support from Property Owner: (Upload feature)**

- Please submit a letter of support from the relevant property owner. This is project specific. If you are doing a park renovation you would need a letter of support from the Recreation and Park Department. For a Street Park or Sidewalk Garden, Public Works needs to give approval. If on private property, please provide a letter from the owner. Contact SFPA if you don't know who the appropriate public agency is.

**References from your Community: (Upload feature)**

- Three letters of community support are required. The purpose of the letters is to demonstrate support for your project by those most impacted, to show that there is a need in the community for the proposed project, and to support your qualifications in implementing the proposed project.
  - a. Please supply letters from at least 3 of the following categories:
    - i. Neighborhood Association
    - ii. Site adjacent neighbor (shares property line with project)
    - iii. List of neighborhood or local supporters with addresses
    - iv. District Supervisor
    - v. Neighborhood local business/non-profit
    - vi. Community Benefit District
    - vii. SFPA Partners, staff or board member

**Project:**

Please describe your proposed project:

**Project Name:**

**Location:**

**Property Jurisdiction (ie. Private/Recreation and Park Department/Public Works/Planning Department):**

**Project Type (ie. Street Park, Community Garden, Playground, Groundplay):**

**Project Scope and Phases (500 words maximum):**

**Projected Timeline (in months/years/ongoing):**

**Projected Budgetary Need:**

**Estimated Amount of Volunteer Labor for Workdays:**

**Budget:**

Keep in mind that at the time of your application, some sources of funding may be "\$0." This is OK. Please complete the form below to the best of your ability:

**TOTAL Estimated Annual Budget:**

<b>EXPENSE TYPES</b>	<b>In-kind Services</b>	<b>Gov't Grants</b>	<b>Foundations/Corporate</b>	<b>Individual Contributions</b>	<b>TOTAL</b>
<b>PERSONNEL/CONSTRUCTION EXPENSES</b>					
<b>Construction:</b> (hardscape: building fences, pouring concrete etc.)	-	-	-	-	-
<b>Non-construction Services:</b> (landscaping, art installation, entertainment)					
<b>Permitting Fees :</b> (sidewalk closure, ABC permit)					
<b>SUBTOTAL</b>	-	-	-		-
<b>NON-PERSONNEL EXPENSES</b>	-	-	-	-	-
<b>Equipment/ Supplies:</b> (plants, lighting, tools, hula hoops)	-	-	-	-	-
<b>Event Food and Beverage</b>	-	-	-	-	-
<b>Total Other Costs :</b> (rent, insurance, etc.)	-	-	-		-
<b>TOTAL EXPENSES</b> (Personnel + Non-Personnel)	-		-		-