



OKLAHOMA CITY COMMUNITY FOUNDATION

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P.O. BOX 1146
OKLAHOMA CITY, OK 73101
(405) 235-5603
(405) 235-5612 FAX
OCCF.ORG

Parks & Public Space Initiative / Margaret Annis Boys 2023 Grant Application Guidelines and Information

Dates & Deadlines: Information Meeting – June 7, 2023, at 3:00 p.m. at Oklahoma City Community Foundation
Letter of Intent – Submit on or before June 30, 2023, at 5:00 p.m.
Click [here](#) to complete the LOI. Apply access code is 23PARKS
Application – Submit on or before July 7, 2023, at 5:00 p.m.

Overview

The Parks & Public Space Initiative supports the beautification, development and activation of neighborhood/community parks, school parks, trails and other public lands. This initiative grew from [the Margaret Annis Boys Trust](#), established through a gift from Miss Boys' estate in 1991 to support and encourage landscaping and beautification projects in parks, medians and other public lands in Oklahoma City. Grant awards will vary depending on the size and complexity of the project. You are invited to reach out to Lancy Gross who welcomes the opportunity to provide project expertise and guidance.

Who is eligible to apply?

- Neighborhood/community groups connected to parks, school parks, trails and other public spaces within the Greater Oklahoma City Area.
- Any 501(c)(3) nonprofit organization providing direct services with a governing board based in the Greater Oklahoma City Area.
- Local government agencies or state and city-connected agencies.

What is eligible to be funded?

- Landscaping, such as planting trees, shrubs, and perennials
- Soil amendments, crushed stone, mulch, landscape edging and tree staking
- Landscape amenities such as shade structures, information signs and water meters for public spaces

Grant Funding Goals:

- Encourage landscaping and beautification projects through community group engagement in public community spaces, including neighborhood/community parks, school parks, trails, public medians and other public lands.
- Increase utilization of public spaces that are open and accessible to citizens for recreation, cultural and health improvement.
- Increase community awareness, involvement and stewardship of our public community spaces.

Priorities and Requirements for considered funding:

- The primary focus area for landscape projects should be within existing neighborhood or community parks, school parks, trails, public medians and other open and accessible public properties.
- Projects must be completed within a year after funding notification. Extensions may be approved by the program officer.
- All proposed projects must be open and accessible to the public during reasonable usage hours.
- All proposed projects must be located within the Greater Oklahoma City Area.

- Neighborhood frontage projects are given a lower priority for funding.

NOTE: All physical improvement plans are subject to city regulations and all applicable permits. In some cases, approved projects may require more public involvement, possibly including Oklahoma City Council support, Planning Department approval, Parks Commission approval, school board approval, etc. If a project is accepted, the goal of the Oklahoma City Community Foundation is to help with this process. *However, the responsibility for this process lies with the funded organization.* All awards are contingent upon approval by appropriate government entities.

Information Meeting

All interested applicants are strongly encouraged to attend an informational meeting. The information meeting is an opportunity for potential applicants to learn about the program and ask questions. The meeting is not required but **strongly** encouraged.

Application Process

- Submit a Letter of Intent by June 30, 2023, via an online process. After the LOI is submitted and approved, the applicant will be invited to apply.
- The LOI, application and follow-up reports (if awarded) will be handled through the same online platform.

Letter of Intent

- **Click [here](#) to complete the LOI. Apply access code is 23PARKS**
- Contact information
- Description of the project for which funding support is requested
- Location of the project (address or intersection)
- Timeline for implementation

Grant Project Narrative, Budget, Landscape Plan & Volunteers

- The grant **Project Narrative** should include a description of the project for which funding support is requested and whether the project is new or an expansion of an existing project. The project narrative should also include a description and number of participants who will utilize the space and a timeline for implementation.
- The **Budget** should be accurate and detailed and submitted with an itemized list of all the components of the project. The proposal must include a matching amount from the applicant.
- A **Project Site Plan** of the proposed project must be included with the grant application. The plan can be as simple as a screenshot of an online map with the plantings or amenities drawn on the map.
- A **Volunteer** component is required for each grant proposal. The volunteer group must share an active role in the planning, implementation and ongoing maintenance of the project.

Grant Notification

The grant application will be reviewed by a committee of community members and recommendations for approval will be submitted to the board of Trustees. Applicants will be notified of a decision following the trustee meeting.

Reporting

Awarded grantees will be required to participate in a mid-term check-in with the OCCF Program Officer and submit a final report with evaluation results via the online platform.

Questions & Clarifications

Please submit any questions or a need for clarification on any aspect of the application requirements to lgross@occf.org and note in the subject line "Parks Initiative Grant Application," or call at (405) 606-2957. Replies will be provided in a timely manner during the work week. Questions will not be answered after the deadline.

Parks Initiative – Margaret Annis Boys Trust Grant

Items Eligible for Funding

- **Trees** - Deciduous or evergreen trees, maximum 2" caliper size, a 3-year maintenance plan is required. The maximum cost for the tree is \$400 per tree cost, (tree & installation) including mulch & staking.
- **Shrubs** - Deciduous and evergreen shrubs, size is dependent upon the species, generally 3-gallon containers or less, a 3-year maintenance plan is required. Generally, 1-gallon = \$20; 2-gallon = \$25; 3-gallon = \$35; 5-gallon = \$60, prices will vary.
- **Native Grasses, Wildflowers & Pollinator Gardens** - Managed Natural Areas with selected and controlled plant species, seed or live plants, 4" pots not to exceed \$8 per pot; 1-gallon pots not to exceed \$15 per pot.
- **Miscellaneous Landscape Supplies*** - Edging and Tree Gators, ≤ \$4 per linear foot for edging, \$25 per gator bag.
- **Seating*** - Stone or Rock Benches, must meet ADA requirements. Typically, \$100 per linear foot for Stone Benches, prices will vary.
- **Shade Structures & Pavilions*** - Fabric shade structures with metal structure support, and wooden pavilions. The intended purpose will dictate placement and a maximum of \$4,000 per shade structure.
- **Signage*** - Informational or educational signage, the intended purpose will dictate placement. Plant material identification signage is eligible.
- **Water Meter** - 5/8", 3/4" or 1"-meter installation, to include meter & inspection fees and other fees associated with the installation. The grant will not pay for the extension of a water line to the park or public land. OCCF will not be responsible for paying the monthly water bill. Typical Oklahoma City fees include; \$1,083.28 to \$1,803.07 for the meter and installation (other fees may exist). Other Municipalities will have different charges & fees.

*Landscape Amenities should be limited to no more than 50% of the total cost of the project budget

Items Not Eligible for Funding

- **Artwork** - sculptures, displays or any type of public art.
- **Construction** - building construction site work construction and concrete work
- **Site work** - for substantial construction projects, site regrading, leveling and cut and fill
- **Fencing, railing and bollards** - wood, metal, vinyl, aluminum, stone, rock or chain link
- **Landscaping on new building projects** - new construction landscaping
- **Trash receptacles** - wood, metal, plastic, vinyl, concrete, & aluminum park trash cans
- **Sports fields & sports courts** - Basketball, tennis, futsal, pickleball type courts
- **Playground equipment** - Park playground structures and amenities
- **Maintenance** - ongoing maintenance for turf and plant materials
- **Water fountains** - Decorative park water fountains
- **Lighting** - Street or decorative lighting
- **Picnic tables** - Wood, concrete or metal picnic tables
- **Drinking fountains** - Public drinking fountains
- **Bicycle racks** - Public street/park bike racks

Eligible Grant Match Items

- **In-Kind** - Mulch, steel edging, plants, or any other item the organization plans on paying out-of-pocket for the project. Basically, any item that would be eligible to be funded for this grant can be used as an in-kind match if paid for by the grantee.
- **Volunteer Hours** - Calculate work hours for volunteers at \$27 per hour.
- **Cash** - A dollar amount that the organization has to put toward the project.
- **Water Cost** - Estimated water costs to maintain the plant material.

This grant does not have a minimum match percentage.