



## Friends Capacity Building Fund Application Form

Provided in partnership by Fairfax County Park Authority and Fairfax County Park Foundation.

Applications are due by April 3, 2023. Submit to [allison.rankin@fairfaxcounty.gov](mailto:allison.rankin@fairfaxcounty.gov).

***Funding should be used for a program or event during FY2024 (July 2023-June 2024.) Funds will be made available by August 2023.***

The Capacity Building Fund (CBF) is an annual grant opportunity developed by the Park Authority and the Park Foundation to support Friends Groups' endeavors to enhance Fairfax County Park Authority sites and programs. Friends Groups may apply for funding to cover or partially cover the costs of projects, programs, equipment, or park supplies. Upon approval, the Park Authority will grant Friends Groups funding of up to \$1,000, which must be matched by the Friends Groups with either funds or volunteer hours. The approved Capacity Building Fund is donated by the Park Foundation to the Park Authority, and park staff and Friends Groups coordinate purchases using the grant funding.

Friends Groups who receive CBF support should use the FCPF/FCPA combination logo (shown above) and recognize the support of the Park Foundation and Park Authority in all materials promoting the event or project. The logo will be provided by the Friends Group Central Coordinator.

Please provide all information requested below. You may attach additional sheets and/or materials to support your request. If you need additional space to answer questions, a blank sheet is included at the end or include another document with your final submission.

### 1. Applicant Information

Name of Friends Group: \_\_\_\_\_

Contact/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

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

### 2. Capacity Building Funding Request

Applicants may request up to a maximum of \$1,000 per year.

Amount: \$ \_\_\_\_\_

**3. Project Description**

Provide a title and a description of the project, program, equipment, supplies, etc. for which the Friends Group will use Capacity Building Funding. The description should include a detailed explanation of the proposed project, such as drawings or mock-ups as applicable, project timeline, or other relevant information. Provide as much detail as you can to help evaluators clearly understand your project. Funding cannot be used for previously completed projects.

Is Park Authority site staff aware of your application proposal? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will you need site staff support to run this program? If yes, please detail:

**4. Public Benefits**

Explain why your project is important, why it is needed, and whom it will benefit?

**5. Costs**

- a. Complete the table below and provide detailed descriptions of how the funds will be used, specification of materials/services proposed for purchase, and the associated costs. **Please note the CBF funds cannot be used for administrative costs.**

Materials/services	Cost
<b>Total</b>	\$

- b. Does \$1,000 cover the total cost of the project, equipment, program, etc.? If not, do you currently have appropriate funding to cover the rest of the cost or is this a future project?

**6. Matching**

How will you match the Capacity Building Fund? Identify donations or in-kind services below. If the Friends Group will match the fund with volunteer hours, use the formula below to calculate how many volunteer hours will equal the amount of funding requested.

\_\_\_ Cash donations to the Park Authority (through the Park Foundation)

How much will be donated to the Park Foundation to complete this project? \_\_\_\_\_

\_\_\_ In-kind services (i.e. volunteer hours)

To calculate the number of volunteer hours needed to match the Capacity Building Funding, divide the total amount of Capacity Building Funding requested and approved by the federal value of volunteer time per hour (\$27.20). If \$1,000 is requested and approved, then the total number of volunteer hours needed to match the funding is 36.76 hours.

Matching Formula:

\$ \_\_\_\_\_ / \$27.20 = \_\_\_\_\_ hours of volunteer hours to match the funding request

**Please attach listing of how those hours were completed.**

**Have you met all the conditions required for eligibility for a Capacity Building Fund grant? (Please check all that apply.)**

- Have a signed MOU with the Park Authority
- Have registered as a 501(c)(3) with the IRS
- Have current insurance policies for your Friends Group that, at a minimum, include Directors and Officers liability and general liability.
- Have registered as a charitable organization with the state and also with Fairfax County (See page 10 of the Friends Handbook for more information on this process.)
- Have directed contributions to Fairfax County Park Foundation (Note: FCPF retains no administrative fees. 100% of funds are transferred to FCPA for the designated project.)

**Thank you for submitting a Friends Group Capacity Building Fund application! Park Authority staff will be in contact with you.**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Park Authority Site Staff Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Park Authority Director's Office Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Confirmation of Park Foundation Donation: \_\_\_\_\_

Date: \_\_\_\_\_

Please use this space to answer questions and to provide additional detail if needed.