



## Friends Capacity Building Fund Application Form

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

Applications are due by April 12, 2019. Submit to [allison.rankin@fairfaxcounty.gov](mailto:allison.rankin@fairfaxcounty.gov).

The Capacity Building Fund 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/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 Park Authority, and park staff and Friends Groups coordinate purchases using the Capacity Building Funding.

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: \_\_\_\_\_

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

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.

**4. Public Benefits**

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

**5. Costs**

a. Fill out the table below and provide details of how the funds will be used, specification of materials/services proposed for purchase, and the associated costs. CBF funds cannot be used for administrative costs.

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

- b. Does \$1,000 cover the total cost of the project, equipment, program, etc.? If no, 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)
- \_\_\_ 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 (\$23.07). If \$1,000 is requested and approved, then the total number of volunteer hours needed to match the funding is 43.35 hours.

Matching Formula:

\$ \_\_\_\_\_ / \$23.07 = \_\_\_\_\_ hours of volunteer hours to match the funding request

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

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

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

Park Authority Approval: \_\_\_\_\_

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

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

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

Additional space to answer questions if needed.