



Parks & Public Space Initiative / Margaret Annis Boys 2024 Grant Application Guidelines and Information

Dates & Deadlines: Information Meeting – **May 21, 2024**, 3:00 p.m., Oklahoma City Community Foundation
Contact Lanc Gross on or before **June 3, 2024**, at 5:00 p.m. to discuss your project
Letter of Intent (LOI) – Submit on or before **June 14, 2024**, at 5:00 p.m.
Click [here](#) to complete the LOI. The application access code is PARKS24
Application – Submit on or before **June 21, 2024**, at 5:00 p.m.

Overview

The Parks & Public Space Initiative supports the beautification, development and activation of neighborhood and 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 contact Lanc Gross, who welcomes the opportunity to provide project expertise and guidance. Applicant organizations are encouraged to demonstrate project funding from additional sources so that OCCF would not be the sole funder of the project.

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?

- Plant material, such as planting trees, shrubs, and perennials.
- Soil amendments, crushed stone, mulch, landscape edging and irrigation.
- Landscape amenities such as shade structures, information signs and water meters for public spaces.
- Consideration of Master Plans and Tree Canopy/Inventory Studies for public spaces with collaborative partners.

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.

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.

Application Process

- Contact Lanc Gross at (405) 606-2957 or l.gross@occf.org, to discuss your proposed project no later than 5:00 p.m. on Wednesday, June 3, 2024. This will ensure that your proposal will meet the guidelines.
- Check with your local municipality to see if you need permission or an agreement to make improvements within a city park or city right-of-way. This must be completed prior to applying. Contact numbers are listed within the FAQ document below.
- Submit a Letter of Intent (LOI). To gain access to the official application, all potential applicants must complete an online LOI form no later than 5:00 p.m. on Friday, June 14, 2024.
- Submit an application. 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. The application access code is PARKS24

Items needed for the LOI

- Contact information
- Description of the project for which funding support is requested
- Location of the project (address or intersection)
- The amount requested does not have to be final for the LOI
- Timeline for implementation

Grant Application

- 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 of the 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 l.gross@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. FAQs can be viewed below.

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 City Council support, Planning Department approval, Parks Department approval, Public Works 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.

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 (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 & Irrigation*** - Edging and Tree Gators, ≤ \$4 per linear foot for edging, \$25 per gator bag. Irrigation system repairs or new installations.
- **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, cutting and fill
- **Fencing, railing and bollards** - Wood, metal, vinyl, aluminum, stone, rock or chainlink
- **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.



Parks and Public Space Initiative Frequently Asked Questions (FAQ's)

Is a match required?

Yes, a match is required and may be in the form of volunteer labor or any donated plant material or amenities.

Do I need to work with my municipality?

Yes, but only if the project is located in a public space, like a public park or right-of-way.

Does our group need to maintain the project?

Yes, this is mandatory. We require a three-year maintenance commitment for the trees and plant material so they can become established. Perennial or butterfly gardens are expected to be maintained for a longer period of time. The grantee is required to water and maintain the plant material, including trimming, mulching and removing the stakes.

How much can we spend per tree?

The maximum the grant will pay for is \$400 per tree.

What size of tree can we plant?

For a medium or large species tree, we recommend planting a 2" caliper tree. Smaller caliper trees will be considered if the tree is an ornamental or smaller species tree.

What type of organizations can apply for the Parks/MAB grant?

Neighborhood/community groups in Greater Oklahoma City, 501(c)(3) nonprofit groups, local government agencies and city-connected agencies.

When can I plant my trees and shrubs?

For trees and shrubs, mid-September through May is a good time. For perennials, March through June, as well as, September through November.

Can we submit a project that is within the right-of-way, or a street frontage for our neighborhood?

Yes. Street frontage projects will need approval from the municipality, generally the Public Works Department. These projects have a lower priority for funding.

What type of plant material can be included in the grant?

Deciduous and evergreen trees and shrubs. Perennials and groundcovers as well.

Can our neighborhood association submit a grant application for a common area in our neighborhood?

Yes, but only if the common area is open to the public.

Can our neighborhood submit a grant application if we are a gated community?

No. A gated community means that the streets are private and the public would not have access to the site.

Will our group need to submit a site plan/landscape plan for the proposed landscaping?

Yes, a site plan/landscape plan is one of the requirements, which will indicate what landscape improvements are being requested on the site. The site plan should be drawn to scale. OCCF staff will assist with the development of the site plan if needed. Please reach out to staff for assistance.

Are there any reporting requirements?

Yes, a mid-term check-in is required. This is generally a site visit to discuss the progress and any issues that might have occurred. A final report is also required to be submitted on the portal after the project is complete.

Will we receive the funding upfront?

Yes, but only if you are an active, public 501(c)(3) nonprofit group, or a local government agency and city-connected agency. If not, we will set up an escrow account, where the applicant will submit invoices to be reimbursed.

When will the funding be available?

Approximately six to eight weeks after the grant deadline.

Will I need to submit a budget for the application?

Yes, the budget is one of the most important items, it shows how the funding will be spent and allows us to track progress.

How much detail should I include in the Letter of Intent?

Detail is important. Space is limited for your response in the application, so please be clear, concise and to the point.

Will the Letter of Intent and the Application both be online submittals?

Yes, you will need to log in to our website and use the access code from the Guideline sheet to submit the Letter of Intent and the Application.

Do I need a grant amount requested for the LOI?

Yes, you can provide an estimated amount on the LOI and then adjust it for the application as needed.

City Contact Telephone Numbers

- Oklahoma City Parks Department (405) 297-2268
- Oklahoma City Public Works Department (405) 297-2117
- Edmond Parks Department (405) 359-4630
- Edmond Public Works Department (405) 359-4770
- Del City Parks and Recreation Department (405) 671-2868
- Midwest City Parks and Recreation Department (405) 739-1293
- Yukon Parks and Recreation Department (405) 350-8937
- Mustang Parks and Recreation Department (405) 376-3411
- Bethany Public Works Department (405) 789-6285
- Warr Acres Parks Department (405) 787-1404
- Moore Parks and Recreation Department (405) 793-5090
- Jones Public Works Authority (405) 229-2047
- Spencer Parks Board (405) 771-3226
- Harrah Parks and Recreation Department (405) 454-2951
- Nicoma Park Board (405) 769-5673
- Choctaw Parks and Recreation Department (405) 390-8198
- Piedmont Community Development Department (405) 373-2621
- Arcadia Administration (405) 396-2899
- Luther Administration (405) 277-3833
- Nichols Hills Parks Department (405) 843-5222
- The Village Public Works Department (405) 751-4933